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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MEMORANDUM

CSC No. 98-20

BOX 41
PUBLIC LIBRARY - MAIN LIBRARY M-2* A-1*
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: December 8, 1998

To: Department Heads
Personnel Officers and Representatives
Employee Organizations

From: Kate Favetti
Executive Officer

Subject: **Civil Service Commission Meeting Schedule for Calendar Year 1999**

At its meeting of December 7, 1998, the Civil Service Commission adopted a meeting schedule for Calendar Year 1999. The Commission's purpose in adopting an official projected meeting schedule is to facilitate planning and scheduling for those parties and agencies having business before the Civil Service Commission.

Please find on the reverse side of this memorandum a copy of the Civil Service Commission Meeting Schedule for Calendar Year 1999. If you have any questions concerning the meeting schedule, please call me or Anita Sanchez at 252-3247.

CIVIL SERVICE COMMISSION

Kate Fav

KATE FAVETTI
Executive Officer

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Civil Service Commission Meeting Schedule
Calendar Year 1999

Date	Time	Location
January 4	2:00 p.m.	Room 428, Veterans Building
January 18	Canceled due to Martin Luther King Day Holiday	
February 1	2:00 p.m.	Room 408, City Hall
February 15	Canceled due to President's Day	
March 1	2:00 p.m.	Room 408, City Hall
March 15	2:00 p.m.	Room 408, City Hall
April 5	2:00 p.m.	Room 408, City Hall
April 19	2:00 p.m.	Room 408, City Hall
May 3	2:00 p.m.	Room 408, City Hall
May 17	2:00 p.m.	Room 408, City Hall
June 7	2:00 p.m.	Room 408, City Hall
June 21	2:00 p.m.	Room 408, City Hall
July 5	Canceled due to Independence Day Holiday	
July 19	2:00 p.m.	Room 408, City Hall
August 2	2:00 p.m.	Room 408, City Hall
August 16	2:00 p.m.	Room 408, City Hall
September 6	Canceled due to Labor Day Holiday	
September 20	2:00 p.m.	Room 408, City Hall
October 4	2:00 p.m.	Room 408, City Hall
October 18	2:00 p.m.	Room 408, City Hall
November 1	2:00 p.m.	Room 408, City Hall
November 15	2:00 p.m.	Room 408, City Hall
December 6	2:00 p.m.	Room 408, City Hall
December 20	Canceled due to Winter Holidays	

CIVIL SERVICE COMMISSION
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ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: December 7, 1998

To: Civil Service Commission Staff
Department of Human Resources
Decentralized Personnel Units Staff

From: Kate Favetti
Executive Officer

Subject: **Schedule and Deadlines for Preparation of the Civil Service Commission Agenda - Calendar Year 1999**

The schedule and deadlines for preparation of the Civil Service Commission agenda and submission of written reports to the Civil Service Commission for commission meetings in Calendar Year 1999 are as follows:

CSC Meeting	Commission Reports Due	Notification Sent	Agenda Prepared	Agenda Mailed	Files Assembled	Delivery to Commission
01/04/99	12/23/98 11a.m.	12/23/98 3 p.m.	12/24/98	12/29/98	12/30/98	12/31/98
01/18/99	Canceled due to Martin Luther King Jr. Day Holiday					
02/01/99	01/21/99 11a.m.	01/21/99 3 p.m.	01/22/99	01/26/99	01/27/99	01/28/99
02/15/99	Canceled due to President's Day Holiday					
03/01/99	02/18/99 11a.m.	02/18/99 3 p.m.	02/19/99	02/23/99	02/24/99	02/25/99
03/15/99	03/04/99 11 a.m.	03/04/99 3 p.m.	03/05/99	03/09/99	03/10/99	03/11/99
04/05/99	03/25/99 11 a.m.	03/25/99 3 p.m.	03/26/99	03/30/99	03/31/99	04/01/99
04/19/99	04/08/99 11 a.m.	04/08/99 3 p.m.	04/09/99	04/13/99	04/14/99	04/15/99
05/03/99	04/22/99 11 a.m.	04/22/99 3 p.m.	04/23/99	04/27/99	04/28/99	04/29/99
05/17/99	05/06/99 11 a.m.	05/06/99 3 p.m.	05/07/99	05/11/99	05/12/99	05/13/99
06/07/99	05/27/99 11 a.m.	05/27/99 3 p.m.	05/28/99	06/01/99	06/02/99	06/03/99
06/21/99	06/10/99 11 a.m.	06/10/99 3 p.m.	06/11/99	06/15/99	06/16/99	06/17/99
07/05/99	Canceled due to Independence Day Holiday					
07/19/99	07/08/99 11 a.m.	07/08/99 3 p.m.	07/09/99	07/13/99	07/14/99	07/15/99
08/02/99	07/22/99 11 a.m.	07/22/99 3 p.m.	07/23/99	07/27/99	07/28/99	07/29/99
08/16/99	08/05/99 11 a.m.	08/05/99 3 p.m.	08/06/99	08/10/99	08/11/99	08/12/99
09/06/99	Canceled due to Labor Day Holiday					
09/20/99	09/09/99 11 a.m.	09/09/99 3 p.m.	09/10/99	09/14/99	09/15/99	09/16/99
10/04/99	09/23/99 11 a.m.	09/23/99 3 p.m.	09/24/99	09/28/99	09/29/99	09/30/99
10/18/99	10/07/99 11 a.m.	10/07/99 3 p.m.	10/08/99	10/12/99	10/13/99	10/14/99
11/01/99	10/21/99 11 a.m.	10/21/99 3 p.m.	10/22/99	10/26/99	10/27/99	10/28/99
11/15/99	11/04/99 11 a.m.	11/04/99 3 p.m.	11/05/99	11/09/99	11/10/99	11/10/99
12/06/99	11/24/99 11 a.m.	11/24/99 3 p.m.	11/24/99	11/30/99	12/01/99	12/02/99
12/20/99	Canceled due to various Winter Holidays					

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

Regular Meeting
of
January 4, 1999

Room 428
Veterans Building, 401 Van Ness Avenue

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area. The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 4, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of December 7, 1998

Regular Meeting of December 7, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0777-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-98/99	Airport Commission	$75,000	To prepare inventory and digitize 18,000 objects in Treasure Island Museum Collection; and create computerized inventory database	Regular	06/30/99
4082-98/99	Public Health	$500,000	To provide fiscal management services for a variety of as-needed community planning, support and service projects	Regular	12/31/00
4083-98/99	Adult Probation	$200,000	To evaluate the program to determine whether women who participate in the NETWORK achieve better outcomes over time than comparable women who do not participate in the program	Regular	09/30/99
4084-98/99	Art Commission	$60,000	Design development of final design, fabrication, transportation and installation of a mixed-media artwork for the North Beach Parking Garage	Regular	09/30/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) Recommended Adoption of Proposed Amended Rule 14.36 - Limited Term Transfer. (0781-98-5)

Recommendation: Adopt report.

REGULAR AGENDA

(6) **Appeal of the decision of the Human Resources Director to Amend the Class Specification for 8444 Deputy Probation Officer and Appeal of the Terms of the Examination Announcement for 8444 Deputy Probation Officer. (File No. 0294-98-2)**

November 16, 1998:	Postpone to the meeting of December 7, 1998 at the request of Chris Burdick.
December 7, 1998:	Postpone to the meeting of January 4, 1999 at the request of Department of Human Resources. No permanent appointments to be made until Civil Service Commission considers appeal filed by the Probation Officers Association (Teamsters Local 856).
Recommendation:	Deny the appeal of the Class Specification and the Terms of the Examination Announcement for Class 8444 Deputy Probation Officer by the Probation Officers Association.

(7) **Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (0778-98-1)**

Recommendation:	Adopt Human Resources Director's Report. Approve the Exemption from Civil Service of those positions identified in the Report as authorized by Charter Section 10.104-1 through 10.104-12.

(8) **Appeal by Bert Carino of Human Resources Director's decision in Sexual Harassment Complaint. (0365-98-6)**

Recommendation:	Deny appeal. Issue raised is moot and Human Resources Director acted within the authority of the Charter.

(9) **Appeal by Pierre Francois to Disqualify his Application for H-2 Firefighter on the basis of residency, San Francisco Fire Department. (0711-98-4)**

Recommendation:	Deny the appeal by Mr. Francois, H-2 Firefighter candidate, and uphold his disqualification on the basis of residency.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) Determination of future employability of Jasmin Dardon, Clerk (Class 1404) Department of Parking and Traffic. (File No. 0447-98-7)

September 21, 1998: Postpone to the meeting of October 5, 1998 at the request of the Department of Parking and Traffic.

October 5, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

October 19, 1998: Continue to the meeting of November 2, 1998.

November 2, 1998: Postpone to the meeting of November 16, 1998 at the request of Local 790.

November 16, 1998: Postpone to the meeting of December 7, 1998.

December 7, 1998: Postpone to the meeting of January 4, 1999 at the request of Local 790.

Recommendation of the Department of Parking and Traffic:

No future employment with the City and County of San Francisco.

(11) Determination of future employability of Lorna Sumaraga, Health Worker II (Class 2586) Department of Public Health. (File No. 0498-97-7)

November 16, 1998: Postpone to the meeting of January 4, 1999 at the request of Tod Cochran.

Recommendation of the Department of Public Health:

No future employment with the Department of Public Health.

HUMAN RESOURCES DIRECTOR'S REPORT

(12) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0779-98-1)

(13) **Progress report on Class Consolidation Project. (File No. 0780-98-1)**

EXECUTIVE OFFICER'S REPORT

(14) **Preliminary Civil Service Commission Budget Request, Fiscal Year 1999-2000.**

(15) REQUESTS TO SPEAK

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

'99

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

SABELLA SAFONT
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

MINUTES

DOCUMENTS DEPT.
JAN 08 1999
SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
January 4, 1999
2:00 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Excused

Commissioner Pon presided.

MINUTES

Special Meeting of December 7, 1998

Action: Approve. (Vote of 4 to 0)

Regular Meeting of December 7, 1998

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

1. Due to the legal holidays occurring on Monday, January 18, 1999 (Martin Luther King Jr. Birthday Holiday) and Monday , February 15, 1999 (Presidents' Day Holiday), the regular Civil Service Commission meetings on these dates are canceled. The Commission will hold special meetings in January and February, if necessary, to address any emergency matters.

2. Beginning February 1, 1999, meetings of the Civil Service Commission will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.

0294-98-2 Appeal of the decision of the Human Resources Director to Amend the Class Specification for 8444 Deputy Probation Officer and Appeal of the Terms of the Examination Announcement for 8444 Deputy Probation Officer. (Item No. 6)

November 16, 1998: Postpone to the meeting of December 7, 1998 at the request of Chris Burdick.

December 7, 1998: Postpone to the meeting of January 4, 1999 at the request of Department of Human Resources. No permanent appointments to be made until Civil Service Commission considers appeal filed by the Probation Officers Association (Teamsters Local 856).

Speakers: None.

Action: Postpone to the meeting of February 1, 1999 at the request of Chris Burdick. (Vote of 4 to 0)

0365-98-6 Appeal by Bert Carino of Human Resources Director's decision in Sexual Harassment Complaint. (Item No. 8)

Speakers: None.

Action: Postpone to the meeting of February 1, 1999 at the request of Mr. Carino. (Vote of 4 to 0)

0447-98-7 Determination of future employability of Jasmin Dardon, Clerk (Class 1404) Department of Parking and Traffic. (Item No. 10)

September 21, 1998: Postpone to the meeting of October 5, 1998 at the request of the Department of Parking and Traffic.

October 5, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

October 19, 1998: Continue to the meeting of November 2, 1998.

November 2, 1998: Postpone to the meeting of November 16, 1998 at the request of Local 790.

November 16, 1998: Postpone to the meeting of December 7, 1998.

December 7, 1998: Postpone to the meeting of January 4, 1999 at the request of Local 790.

0447-98-7 continued

Speakers: Pro: Sandra Dell'Agostino, Dept. of Parking and Traffic
Con: Pattie Tamura, SEIU, Local 790

Action: No future employment with the City and County of San Francisco. Ms. Dardon failed to appear. (Vote of 4 to 0)

0498-97-7 Determination of future employability of Lorna Sumaraga, Health Worker II (Class 2586) Department of Public Health. (Item No. 11)

November 16, 1998: Postpone to the meeting of January 4, 1999 at the request of Tod Cochran.

Speakers: None.

Action: Postpone to the meeting of February 1, 1999 at the request of Mr. Tod Cochran. (Vote of 4 to 0)

0711-98-4 Appeal by Pierre Francois to Disqualify his Application for H-2 Firefighter on the basis of residency, San Francisco Fire Department. (Item No. 9)

Speakers: Pro: Assistant Deputy Chief Lorrie Kalos, San Francisco Fire Dept.
Captain Kevin Burke, San Francisco Fire Dept.
Con: Pierre Francois

Action: Grant the appeal of Mr. Francois, H-2 Firefighter candidate. (Vote of 4 to 0)

0777-98-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-98/99	Airport Commission	$75,000	To prepare inventory and digitize 18,000 objects in Treasure Island Museum Collection; and create computerized inventory database	Regular	06/30/99
4082-98/99	Public Health	$500,000	To provide fiscal management services for a variety of as-needed community planning, support and service projects	Regular	12/31/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4083-98/99	Adult Probation	$200,000	To evaluate the program to determine whether women who participate in the NETWORK achieve better outcomes over time than comparable women who do not participate in the program	Regular	09/30/99
4084-98/99	Art Commission	$60,000	Design development of final design, fabrication, transportation and installation of a mixed-media artwork for the North Beach Parking Garage	Regular	09/30/00

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0778-98-1 Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (Item No. 7)

Speakers: Linda Marini, Department of Human Resources

Action: Adopt Human Resources Director's Report. Approve the Exemption from Civil Service of those positions identified in the Report as authorized by Charter Section 10.104-1 through 10.104-12. (Vote of 3 to 1; Commissioner Kosturos dissents)

0781-98-5 Recommended Adoption of Proposed Amended Rule 14.36 - Limited Term Transfer. (Item 5)

Speakers: None.

Action: Adopt report. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

0779-98-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 12)

Action: Received; file.

0780-98-1 Progress report on Class Consolidation Project. (Item No. 13)

Action: Received; file.

EXECUTIVE OFFICER'S REPORT

Preliminary Civil Service Commission Budget Request, Fiscal Year 1999-2000. (Item No. 14)

Action: Postpone action on the Fiscal Year 1999-2000 Budget Request until the meeting of February 1, 1999.

REQUESTS TO SPEAK (Item No. 15)

None.

ADJOURNMENT (Item No. 16)

2:45 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
2/1/99
&
Amended

Amended See New Location

AGENDA

Regular Meeting
of
February 1, 1999

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
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Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Order of Business

2:00 p.m.

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CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
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AGENDA

Regular Meeting
of
February 1, 1999

Room 428
Veterans Building, 401 Van Ness Avenue

DOCUMENTS DEPT.
JAN 28 1999
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

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HUMAN RESOURCES DIRECTOR'S REPORT

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REQUESTS TO SPEAK

ADJOURNMENT

NOTICE

CHANGE IN COMMISSION MEETING LOCATION

Civil Service Commission meetings beginning with the regular meeting of Monday, February 1, 1999 will be held in Room 408 on the Fourth Floor of City Hall, 1 Carlton B. Goodlett Place.

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 1, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of January 4, 1999

Regular Meeting of January 4, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0044-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4085-98/99	Juvenile Probation	$99,000	To provide community reintegration services for youth who have been confined at Log Cabin Ranch. Services will include comprehensive needs assessments, intensive supervision, vocational training with stipend component and intensive counseling.	Regular	12/31/99
4086-98/99	Port	$55,000	To prepare an Economic Impact Report for the Port of San Francisco that will assess the Port's role in the regional and San Francisco economies; and the Port's activities such as Port industries, users, tenants, and construction projects.	Regular	03/14/00
4087-98/99	Airport Commission	$345,000	Delivery of a unique brand identity, a comprehensive business and administrative print system, a targeted brochure, and promotional materials for the opening of the new International Terminal and a standards manual.	Regular	12/31/99
4088-98/99	Public Works	$1,500,000	To provide structural engineering and drafting services on an as-needed basis for various types of structures.	Regular	06/01/02
4089-98/99	Public Works	$2,000,000	To perform as-needed human and ecological risk assessments as may be required to assist in the completion of property transactions, assisting the City to negotiate cleanup standards with regulatory agencies, and prepare management planning reports.	Regular	06/30/01
4091-98/99	Mayor's Office of Business & Economic Development-Treasure Island	$83,000	To analyze, appraise, and report the current As Is Market Value of the entire property representing the former naval base at Treasure Island, excluding property under the control of the U.S. Coast Guard and U.S. Department of Labor.	Regular	05/31/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4092-98/99	Airport Commission	$635,550	To provide full Architecture and Engineering services for the Airport Police Main Station, Police Substation, and Permit Bureau Relocation.	Regular	06/30/00
4093-98/99	Airport Commission	$245,562	To provide full Architecture and Engineering services for the Airport Police Training Facility. Services to include structural engineering, civil engineering, landscape architecture, mechanical engineering, and electrical engineering.	Regular	12/31/00
4094-98/99	Public Transportation	$300,000	To conduct Job Analyses of Public Transportation Department's classifications, including Train Controller, Transit Manager I, and Transit Manager II. To design, develop and administer examinations in compliance with applicable City requirements.	Regular	02/08/00
4096-98/99	Public Library	$400,000	To provide resource sharing services and Inter-Library Loan Request services.	Regular	06/30/01
4097-98/99	Public Library	$240,000	To conduct a post occupancy evaluation. Work to include the review of library design, structure, engineering and ergonomic issues, traffic and work flow, evaluation of life cycle cost benefit decisions, and operational cost planning.	Regular	02/15/00
011R-94/95	Airport Commission	Increase Amount $660,000 New Amount $2,683,670	Design, customize and install a specialized airline common-use-terminal system for the check-in counters in the Northside of the New International Terminal. In addition, purchase and install an integrated Flight Information Display System.	Regular	03/31/99
058R-94/95	Airport Commission	Increase Amount $3,850,000 New Amount $8,497,000	To continue construction management services for new Boarding Area "G" and assistance to Airport Project Managers in project scheduling and reporting, contract administration, constructible review, value engineering and cost estimating.	Regular	12/30/00
060R-94/95	Airport Commission	Increase Amount $4,600,000 New Amount $10,600,000	To continue construction management services for new Boarding Area "A" and assistance to Airport Project Manager in project scheduling and reporting, contract administration, constructible review, value engineering and cost estimating.	Regular	05/19/01
4062-98/99	Airport Commission	Increase Amount $350,000 New Amount $449,645	To provide Program Management to Airport's Year 2000 Program. This will consist of the management of the overall Year 2000 Program scope. tasks, resources, program schedule and identified budget.	Regular	01/31/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4090-98/99	Airport Commission	Increase Amount $24,000 New Amount $73,000	To provide specialized conservation services to meet National Museum standards for all aspects of exhibition program and permanent collection belonging to the Airport Commission. Consists of repair of objects to ensure stability and safety.	Regular	06/30/99
4091-96/97	Airport Commission	Increase Amount $460,000 New Amount $1,400,000	To provide three different categories of construction management work for the Central Terminal, Central Plant Revisions and Wetland Mitigation.	Regular	12/31/00
4127-97/98	Port	Increase Amount $38,000 New Amount $107,000	To assess and make recommendations regarding the adequacy of the Port's documentation related to earthquake repairs. To identify discrepancies in the scope of work requested and scope of work performed for which the Port was charged.	Regular	06/30/99

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) Ratification of settlement agreement between James Chin and the San Francisco Fire Department and amendment to the Civil Service Commission Minutes and other Commission records related to the meeting of March 17, 1997 to conform to the provisions of the settlement agreement. (File No. 0008-99-7)

Recommendation: Adopt report. Ratify the settlement agreement. Amend the Minutes and other Commission records related to the Civil Service Commission meeting of March 17, 1997 to conform to the provisions of the settlement agreement specifying that Mr. Chin is restricted from future employment with the City and County of San Francisco.

(6) Appeal by Smita Patel of the Human Resources Director's finding insufficient evidence to sustain a charge of discrimination complaint. (File No. 0598-98-6)

November 16, 1998: Postpone to the meeting of February 1, 1999 at the request of Ms. Patel.

Recommendation: Off calendar; appeal withdrawn by Ms. Patel.

(7) **Proposed amendment to Civil Service Commission Rules to incorporate Rules applicable to uniformed ranks of the San Francisco Fire Department. (File No. 0047-99-5)**

Recommendation: Post for adoption following meet and confer.

(8) **Determination of future employability: termination of permanent appointment of Kerrigan Dangerfield, Transit Operator (Class 1963) Public Transportation Department. (File No. 0771-98-7)**

Recommendation: Postpone to the meeting of March 1, 1999 at the request of Mr. David Clisham, Attorney.

(9) **Determination of future employability: termination of provisional appointment of Gary Tensfeldt, Utility Plumber Apprentice (Class 7463) Public Utilities Commission. (File No. 0767-98-7)**

Recommendation: Postpone to the meeting of March 1, 1999 at the request of Mr. Bill Fazande, Representative.

(10) **Proposed amendments to Civil Service Commission Rule 11 - Examinations, Section 11.4-Requirement for Competitive Examinations; Section 11.36.1-Requirement for Competitive Examinations; Section 11.15.2-Inspection of Ratings by Participants; and Section 11.33.3-Inspection of Ratings in Qualifications Appraisal Interviews by Participant. (File No. 0056-99-5)**

Recommendation: Post proposed Rule amendments; notify employee organizations.

REGULAR AGENDA

(11) Appeal by the San Francisco Deputy Probation Officers Association of the Human Resources Director's decision to amend the class specification for Class 8444 Deputy Probation Officer and appeal of the terms of the examination announcement for Class 8444 Deputy Probation Officer. (File No. 0294-98-2)

November 16, 1998:	Postpone to the meeting of December 7, 1998 at the request of Chris Burdick.
December 7, 1998:	Postpone to the meeting of January 4, 1999 at the request of Department of Human Resources. No permanent appointments to be made until Civil Service Commission considers appeal filed by the Probation Officers Association (Teamsters Local 856).
January 4, 1999:	Postpone to the meeting of February 1, 1999 at the request of Mr. Chris Burdick, Attorney representing the San Francisco Deputy Probation Officers Association.
Recommendation:	Adopt report. Deny appeal of the San Francisco Probation Officers Association. Sustain the decision of the Human Resources Director.

(12) Appeal by Bert Carino of the Human Resources Director's decision in sexual harassment complaint. (File No. 0365-98-6)

January 4, 1999:	Postpone to the meeting of February 1, 1999 at the request of Mr. Carino.
Recommendation:	Adopt report. Deny appeal of Mr. Carino. Sustain the decision of the Human Resources Director.

(13) Appeal by Darcy Coles of the Human Resources Director's decision to dismiss discrimination complaint. (File No. 0115-98-6)

August 17, 1998:	Postpone to the meeting of October 5, 1998 at the request of Mr. Coles.
October 19, 1998:	Postpone to the meeting of November 2, 1998 at the request of Mr. Coles' attorney Steven McNichols.
November 2, 1998:	Off calendar pending receipt of information requested by the Commission from the Public Transportation Department.
Recommendation:	Adopt report. Deny appeal of Mr. Coles. Sustain the decision of the Human Resources Director.

(14) Appeal by Dana Hennessy of the disqualification of application for Class H-2 Firefighter. (File No. 0730-98-4)

Recommendation: Adopt report. Deny appeal of Ms. Hennessy. Sustain the decision of the Human Resources Director.

(15) Appeal by Rory Belza of the rejection of application to participate in the examination for Class 1630 Account Clerk. (File No. 0758-98-4)

Recommendation: Adopt report. Deny appeal of Ms. Belza. Sustain the decision of the Human Resources Director.

(16) Appeal by Kin Gee of the rejection of application to participate in the examination for Class 1272 Senior Departmental Personnel Officer. (File No. 0760-98-4)

Recommendation: Adopt report. Deny appeal of Mr. Gee. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(17) Determination of future employability: termination of permanent appointment of Lena Soo Hoo, Senior Clerk Typist (Class 1426) Department of Elections. (File No. 0232-96-7)

June 3, 1996: Postpone this matter pending the resolution of grievance proceedings.

Recommendation of the Department of Elections:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Elections.

(18) Determination of future employability: termination of provisional appointment of Lorna Sumaraga, Health Worker II (Class 2586) Department of Public Health. (File No. 0498-97-7)

November 16, 1998:	Postpone to the meeting of January 4, 1999 at the request of Tod Cochran.
January 4, 1999:	Postpone to the meeting of February 1, 1999 at the request of Tod Cochran.

Recommendation of the Department of Public Health:

No future employment with the Department of Public Health.

(19) Determination of future employability: termination of provisional appointment of Chester Hixon, Storekeeper (Class 1934) Public Utilities Commission. (File No. 0504-98-7)

November 2, 1998:	Postpone to the meeting of November 16, 1998 at the request of Local 790.
November 16, 1998:	Postpone to the meeting of December 7, 1998 at the request of Local 790.
December 7, 1998:	Postpone to the meeting of February 1, 1999 at the request of Tod Cochran, Attorney.

Recommendation of the Public Utilities Commission:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service. No future employment with the Public Utilities Commission.

(20) Determination of future employability: termination of permanent appointment of Ignacia Jensen, Principal Clerk (Class 1408) San Francisco Unified School District. (File No. 0005-99-7)

Recommendation of the San Francisco Unified School District:

Dismiss from City and County service. No future employment with the City and County of San Francisco.

(21) **Determination of future employability: termination of provisional appointment of Juanita Kennedy, Transit Operator (Class 9163) Public Transportation Department. (File No. 0756-98-7)**

Recommendation of the Public Transportation Department:

Cancel any current examination and eligibility status. No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(22) **Monthly report of provisional appointments. (File No. 0045-99-1)**

(23) **Report on Fiscal Year 1999/00 Examination Plan. (File No. 0046-99-1)**

EXECUTIVE OFFICER'S REPORT

(24) **Preliminary Civil Service Commission Budget Request, Fiscal Year 1999-2000. (File No. 0048-99-1)**

January 4, 1998:	Postpone action on the Fiscal Year 1999-2000 Budget Request until the meeting of February 1, 1999.

(25) **Civil Service Commission Activites from October 1, 1998 through January 31, 1999. (File No. 0055-99-1)**

(26) REQUESTS TO SPEAK

(27) ADJOURNMENT

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ADRIENNE PON
PRESIDENT

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EXECUTIVE OFFICER

Minutes

San Francisco Public Library
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Regular Meeting
February 1, 1999

2:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 408

CALL TO ORDER

2:35 p.m.

ROLL CALL

Commissioner Karen Clopton	Present	(missed Items 16, 19, 21-27)
Commissioner George Kosturos	Excused	
Commissioner A. Lee Munson	Present	
Commissioner Adrienne Pon	Present	
Commissioner Rosabella Safont	Present	

Commissioner Pon presided.

MINUTES

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Special Meeting of January 4, 1999

Action: Approve. (Vote of 4 to 0)

Regular Meeting of January 4, 1999

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

Due to the legal holiday occurring on Monday, February 15, 1999 (Presidents' Day Holiday), the regular Civil Service Commission meeting on this date is canceled. The Commission will hold Special Meetings in February, if necessary, to address any emergency matters.

0232-96-7 Determination of future employability: termination of permanent appointment of Lena Soo Hoo, Senior Clerk Typist (Class 1426) Department of Elections. (Item No. 17)

June 3, 1996:	Postpone this matter pending the resolution of grievance proceedings.
Speakers:	Con: Tod Cochran, Attorney
Action:	Postpone this matter to the meeting of March 1, 1999 at the request of Mr. Cochran. (Vote of 4 to 0)

0498-97-7 Determination of future employability: termination of provisional appointment of Lorna Sumaraga, Health Worker II (Class 2586) Department of Public Health. (Item No. 18)

November 16, 1998:	Postpone to the meeting of January 4, 1999 at the request of Tod Cochran.
January 4, 1999:	Postpone to the meeting of February 1, 1999 at the request of Tod Cochran.
Speakers:	Pro: Kin Gee, Department of Public Health
	Con: Tod Cochran, Attorney
Action:	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of four (4) year's of work experience outside the City and County service as recommended by the Department of Public Health. (Vote of 4 to 0)

0115-98-6 Appeal by Darcy Coles of the Human Resources Director's decision to dismiss discrimination complaint. (Item No. 13)

August 17, 1998:	Postpone to the meeting of October 5, 1998 at the request of Mr. Coles.
October 19, 1998:	Postpone to the meeting of November 2, 1998 at the request of Mr. Coles' attorney Steven McNichols.
November 2, 1998:	Off calendar pending receipt of information requested by the Commission from the Public Transportation Department.
Speakers:	None
Action:	Postpone to the meeting of March 1, 1999 at the request of Mr. Steven McNichols, Attorney. (Vote of 4 to 0)

0294-98-2 Appeal by the San Francisco Deputy Probation Officers Association of the Human Resources Director's decision to amend the class specification for Class 8444 Deputy Probation Officer and appeal of the terms of the examination announcement for Class 8444 Deputy Probation Officer. (Item No. 11)

November 16, 1998:	Postpone to the meeting of December 7, 1998 at the request of Chris Burdick.
December 7, 1998:	Postpone to the meeting of January 4, 1999 at the request of Department of Human Resources. No permanent appointments to be made until Civil Service Commission considers appeal Items by the Probation Officers Association (Teamsters Local 856).
January 4, 1999:	Postpone to the meeting of February 1, 1999 at the request of Mr. Chris Burdick, Attorney representing the San Francisco Deputy Probation Officers Association.
Speakers:	Pro: Candy Heurlin, Department of Human Resources Armando Cervantes, Adult Probation Department Jesse Williams, Juvenile Probation Department Con: Chris Burdick, Attorney
Action:	Adopt report. Deny appeal of the San Francisco Probation Officers Association. Sustain the decision of the Human Resources Director. (Vote of 4 to 0)

0365-98-6 Appeal by Bert Carino of the Human Resources Director's decision in sexual harassment complaint. (Item No. 12)

January 4, 1999:	Postpone to the meeting of February 1, 1999 at the request of Mr. Carino.
Speakers:	None
Action:	Adopt report. Deny appeal of Mr. Carino. Sustain the decision of the Human Resources Director. Mr. Carino failed to appear. (Vote of 4 to 0)

0504-98-7 Determination of future employability: termination of provisional appointment of Chester Hixon, Storekeeper (Class 1934) Public Utilities Commission. (Item No. 19)

November 2, 1998:	Postpone to the meeting of November 16, 1998 at the request of Local 790.
November 16, 1998:	Postpone to the meeting of December 7, 1998 at the request of Local 790.
December 7, 1998:	Postpone to the meeting of February 1, 1999 at the request of Tod Cochran, Attorney.
Speakers:	Pro: Tanya Smith, Public Utilities Commission Tamara Jones, Public Utilities Commission Con: Tod Cochran, Attorney Rick Ordona Chester Hixon
Action:	Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service. No future employment with the Public Utilities Commission. (Vote of 3 to 0)

0598-98-6 Appeal by Smita Patel of the Human Resources Director's finding insufficient evidence to sustain a charge of discrimination complaint. (Item No. 6)

November 16, 1998: Postpone to the meeting of February 1, 1999 at the request of Ms. Patel.

Speakers: None

Action: Off calendar; appeal withdrawn by Ms. Patel. (Vote of 4 to 0)

0730-98-4 Appeal by Dana Hennessy of the disqualification of application for Class H-2 Firefighter. (Item No. 14)

Speakers: Pro: Captain Kevin Burke, Fire Department

Con: Dana Hennessy

Action: Adopt report. Deny appeal of Ms. Hennessy. Sustain the decision of the Human Resources Director. (Vote of 4 to 0)

0756-98-7 Determination of future employability: termination of provisional appointment of Juanita Kennedy, Transit Operator (Class 9163) Public Transportation Department. (Item No. 21)

Speakers: Pro: Faith Van Putten, Public Transportation Department

Con: Juanita Kennedy

Action: Cancel any current examination and eligibility status. No future employment with the City and County of San Francisco. (Vote of 3 to 0)

0758-98-4 Appeal by Rory Belza of the rejection of application to participate in the examination for Class 1630 Account Clerk. (Item No. 15)

Speakers: Pro: Stephanie Mischak-Lyons, Department of Human Resources

Con: Kathy Murray, Department of Parking and Traffic
Rory Belza

Action: Adopt report. Deny appeal of Ms. Belza. Sustain the decision of the Human Resources Director. (Vote of 4 to 0)

0760-98-4 Appeal by Kin Gee of the rejection of application to participate in the examination for Class 1272 Senior Departmental Personnel Officer. (Item No. 16)

Speakers: Pro: Rod Auyang, Department of Public Health representing Department of Human Resources

Con: Kin Gee
Michele Modena

Action: Off calendar for further consideration. (Vote of 3 to 0)

0767-98-7 Determination of future employability: termination of provisional appointment of Gary Tensfeldt, Utility Plumber Apprentice (Class 7463) Public Utilities Commission. (Item No. 9)

Speakers: None

Action: Postpone to the meeting of March 1, 1999 at the request of Mr. Bill Fazande, Representative. (Vote of 4 to 0)

0771-98-7 Determination of future employability: termination of permanent appointment of Kerrigan Dangerfield, Transit Operator (Class 9163) Public Transportation Department. (Item No. 8)

Speakers: None

Action: Postpone to the meeting of March 1, 1999 at the request of Mr. David Clisham, Attorney. (Vote of 4 to 0)

0005-99-7 Determination of future employability: termination of permanent appointment of Ignacia Jensen, Principal Clerk (Class 1408) San Francisco Unified School District. (Item No. 20)

Speakers: None

Action: Postpone to the meeting of March 1, 1999 at the request of Ms. Pattie Tamura, Representative. (Vote of 4 to 0)

0008-99-7 Ratification of settlement agreement between James Chin and the San Francisco Fire Department and amendment to the Civil Service Commission Minutes and other Commission records related to the meeting of March 17, 1997 to conform to the provisions of the settlement agreement. (Item No. 5)

Speakers: None

Action: Adopt report. Ratify the settlement agreement. Amend the Minutes and other Commission records related to the Civil Service Commission meeting of March 17, 1997 to conform to the provisions of the settlement agreement specifying that Mr. Chin is restricted from future employment with the City and County of San Francisco. (Vote of 4 to 0)

0044-99-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4085-98/99	Juvenile Probation	$99,000	To provide community reintegration services for youth who have been confined at Log Cabin Ranch. Services will include comprehensive needs assessments, intensive supervision, vocational training with stipend component and intensive counseling.	Regular	12/31/99
4086-98/99	Port	$55,000	To prepare an Economic Impact Report for the Port of San Francisco that will assess the Port's role in the regional and San Francisco economies; and the Port's activities such as Port industries, users, tenants, and construction projects.	Regular	03/14/00
4087-98/99	Airport Commission	$345,000	Delivery of a unique brand identity, a comprehensive business and administrative print system, a targeted brochure, and promotional materials for the opening of the new International Terminal and a standards manual.	Regular	12/31/99
4088-98/99	Public Works	$1,500,000	To provide structural engineering and drafting services on an as-needed basis for various types of structures.	Regular	06/01/02
4089-98/99	Public Works	$2,000,000	To perform as-needed human and ecological risk assessments as may be required to assist in the completion of property transactions, assisting the City to negotiate cleanup standards with regulatory agencies, and prepare management planning reports.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4091-98/99	Mayor's Office of Business & Economic Development-Treasure Island	$83,000	To analyze, appraise, and report the current As Is Market Value of the entire property representing the former naval base at Treasure Island, excluding property under the control of the U.S. Coast Guard and U.S. Department of Labor.	Regular	05/31/99
4092-98/99	Airport Commission	$635,550	To provide full Architecture and Engineering services for the Airport Police Main Station, Police Substation, and Permit Bureau Relocation.	Regular	06/30/00
4093-98/99	Airport Commission	$245,562	To provide full Architecture and Engineering services for the Airport Police Training Facility. Services to include structural engineering, civil engineering, landscape architecture, mechanical engineering, and electrical engineering.	Regular	12/31/00
4094-98/99	Public Transportation	$300,000	To conduct Job Analyses of Public Transportation Department's classifications, including Train Controller, Transit Manager I, and Transit Manager II. To design, develop and administer examinations in compliance with applicable City requirements.	Regular	02/08/00
4096-98/99	Public Library	$400,000	To provide resource sharing services and Inter-Library Loan Request services.	Regular	06/30/01
4097-98/99	Public Library	$240,000	To conduct a post occupancy evaluation. Work to include the review of library design, structure, engineering and ergonomic issues, traffic and work flow, evaluation of life cycle cost benefit decisions, and operational cost planning.	Regular	02/15/00
011R-94/95	Airport Commission	Increase Amount $660,000 New Amount $2,683,670	Design, customize and install a specialized airline common-use-terminal system for the check-in counters in the Northside of the New International Terminal. In addition, purchase and install an integrated Flight Information Display System.	Regular	03/31/99
058R-94/95	Airport Commission	Increase Amount $3,850,000 New Amount $8,497,000	To continue construction management services for new Boarding Area "G" and assistance to Airport Project Managers in project scheduling and reporting, contract administration, constructible review, value engineering and cost estimating.	Regular	12/30/00
060R-94/95	Airport Commission	Increase Amount $4,600,000 New Amount $10,600,000	To continue construction management services for new Boarding Area "A" and assistance to Airport Project Manager in project scheduling and reporting, contract administration, constructible review, value engineering and cost estimating.	Regular	05/19/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4062-98/99	Airport Commission	Increase Amount $350,000 New Amount $449,645	To provide Program Management to Airport's Year 2000 Program. This will consist of the management of the overall Year 2000 Program scope, tasks, resources, program schedule and identified budget.	Regular	01/31/00
4090-98/99	Airport Commission	Increase Amount $24,000 New Amount $73,000	To provide specialized conservation services to meet National Museum standards for all aspects of exhibition program and permanent collection belonging to the Airport Commission. Consists of repair of objects to ensure stability and safety.	Regular	06/30/99
4091-96/97	Airport Commission	Increase Amount $460,000 New Amount $1,400,000	To provide three different categories of construction management work for the Central Terminal, Central Plant Revisions and Wetland Mitigation.	Regular	12/31/00
4127-97/98	Port	Increase Amount $38,000 New Amount $107,000	To assess and make Actions regarding the adequacy of the Port's documentation related to earthquake repairs. To identify discrepancies in the scope of work requested and scope of work performed for which the Port was charged.	Regular	06/30/99

Speakers: Pro: Jim Horan, Department of Public Works
Susan Lee, Department of Public Works
Gabe Karol, Airport Commission
Cindy Monroe, Public Transportation Department

Con: David Novogrodsky, Local 21 (spoke to PSC #'s: 4088-98/99, 4092-98/99 through 4094-98/99, 058R-94/95, 060R-94/95 and 4091-96/97)

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

0045-99-1 Monthly report of provisional appointments. (Item No. 22)

Speakers:	Linda Jofuku, Local 21
Action:	Report received; file. (Vote of 3 to 0)

0046-99-1 Report on Fiscal Year 1999/00 Examination Plan. (Item No. 23)

Speakers:	Linda Jofuku, Local 21
Action:	Report received; file. (Vote of 3 to 0)

0047-99-5 Proposed amendment to Civil Service Commission Rules to incorporate Rules applicable to uniformed ranks of the San Francisco Fire Department. (Item No. 7)

Speakers:	None
Action:	Post for adoption following meet and confer. (Vote of 4 to 0)

EXECUTIVE OFFICER'S REPORT

0048-99-1 Preliminary Civil Service Commission Budget Request, Fiscal Year 1999-2000. (Item No. 24)

January 4, 1998:	Postpone action on the Fiscal Year 1999-2000 Budget Request until the meeting of February 1, 1999.
Speakers:	Linda Jofuku, Local 21
Action:	Approve the Fiscal Year 1999-2000 Budget Request; forward to the Mayor and the Controller. (Vote of 3 to 0)

0055-99-1 Civil Service Commission Activities from October 1, 1998 through January 31, 1999. (Item No. 25)

Speakers:	None
Action:	Report received; file.

0056-99-5 Proposed amendments to Civil Service Commission Rule 11 - Examinations, Section 11.4-Requirement for Competitive Examinations; Section 11.36.1-Requirement for Competitive Examinations; Section 11.15.2-Inspection of Ratings by Participants; and Section 11.33.3-Inspection of Ratings in Qualifications Appraisal Interviews by Participant. (Item No. 10)

Speakers: None

Action: Post proposed Rule amendments; notify employee organizations. (Vote of 4 to 0)

REQUESTS TO SPEAK (Item No. 26)

Linda Jofuku, Local 21, commented on the Certification Rule and expressed her interest in Items 22 through 24 and requested copies of each staff report.

ADJOURNMENT (Item No. 27)

5:15 p.m.

GE

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EXE

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
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3/1/99

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

AGENDA

Regular Meeting
of
March 1, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
FEB 25 1999
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 1, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of February 1, 1999; 1:15 p.m.

Special Meeting of February 1, 1999; 2:00 p.m.

Regular Meeting of February 1, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0104-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2016-98/99	Public Health	$141,268,170	To provide a wide spectrum of HIV/AIDS related health, mental health, psychosocial support, housing, benefits eligibility, and nutrition services to effectively deal with the multifaceted and complex needs of persons with HIV/AIDS.	Continuing	06/30/04
2017-98/99	Human Services	$2,232,084	To provide employee related services for Community Jobs Initiative Pilot Program clients, including case management, job development, training, coaching and placement, fiscal tracking and paycheck issuance.	Continuing	10/31/01
4100-98/99	Airport Commission	$464,500	To support SFO projects including telephone hotline with comprehensive ground transportation information on an ongoing basis; maintain rideshare database; and conduct employee transportation survey to monitor progress in trip reduction goals.	Regular	03/31/04
4101-98/99	Airport Commission	$2,400,000	To provide frequent, daily public shuttle service linking Millbrae and San Bruno Cal Train stations with Airport terminals and stops on Road R-2, McDonnell Road, and United Airlines Maintenance Operations Center.	Regular	03/31/03
4102-98/99	Airport Commission	$529,080	To provide the design and construction services for the Airport Emergency Response Facility #4, which is the boat and water rescue base used by the San Francisco Fire Department.	Regular	06/01/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4103-98/99	Art Commission	$200,000	To provide design development services for kinetic artwork to be mounted on exterior of the new Moscone Expansion Project. Artists will also provide detailed drawings of all project elements and will coordinate work with architectural firm.	Regular	01/31/00
4104-98/99	Public Works	$2,000,000	To provide as-needed mechanical engineering and drafting services to augment City staff during peak demands or when staff does not possess the required expertise.	Regular	06/01/02
4107-98/99	Juvenile Probation	$52,500	To evaluate the Non-Intensive Home Based Supervision programs. This evaluation will look at outcomes and impact on at-risk youth on probation in the community.	Regular	06/30/99
4108-98/99	Human Services	$500,000	To coordinate community oversight committees, conduct education around demonstration project, identify/link community services/resources, coordinate project with CMHS's System of Care, and assist in organizing Parent Involvement Project.	Regular	06/30/04
4109-98/99	Human Services	$8,000,000	To provide family mentoring, management of emergency fund for family needs, and a 24-hour hotline to respond to family crises staffed by mentors to provide immediate assistance to families.	Regular	06/30/04
056R-94/95	Airport Commission	Increase Amount $10,220,000 New Amount $22,220,000	To provide administrative assistance in preparing budget and expenditure reports, schedule integration and analysis, cost estimating, document control and retrieval, construction risk analysis, and executive level reports.	Regular	06/05/01
205-94/95	Human Services	Increase Amount $40,894,216 New Amount $54,696,651	To provide child care for families who are on welfare, low-income families, and to children who are at-risk of abuse or neglect.	Continuing	06/30/00
4105-98/99	Juvenile Probation	Increase Amount $142,752 New Amount $191,752	To provide individual, group and family counseling to men between the ages of 12 and 18 who have been violent and abusive with a family member or an intimate partner.	Regular	06/30/00
4106-98/99	Airport Commission	Increase Amount $51,000 New Amount $100,000	To conduct Airport user satisfaction surveys to evaluate the level of service and identify problems. Survey types include the annual Air Passenger Survey, Peak Time Survey, and concession surveys. Added surveys are SFO employee services and Bay runway.	Regular	12/31/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4117-96/97	Public Works	Increase Amount $762,000 New Amount $1,637,000	To provide additional as-needed construction management services to the Bureau of Engineering for the street excavation scheduling project to complete ongoing sewer projects.	Regular	06/30/99
4134-95/96	Convention Facilities Management	Increase Amount $7,000,000 New Amount $15,000,000	To provide architecture/engineering services during design and construction of Moscone Center Expansion Phase 3. Services include preliminary design, design development, construction documents, and construction administration.	Regular	07/01/03

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) **Appeal by Kin Gee of the rejection of application to participate in the examination for Class 1272 Senior Departmental Personnel Officer. (File No. 0760-98-4)**

February 1, 1999: Off calendar for further consideration.

Recommendation: Postpone to the meeting of March 15, 1999 at the request of Mr. Kin Gee.

(6) **Civil Service Commission Rules pertaining to the Uniformed Ranks of the San Francisco Police Department. (File No. 0509-98-5)**

June 15, 1998: Post for adoption following meet and confer.

September 21, 1998: Adopt the Civil Service Commission Rules pertaining to the Uniformed Ranks of the Police Deparment insofar as they reflect the status quo and any mutually agreed upon changes to date. The remainder is provisionally adopted, subject to the ongoing meet and confer process with the Police Officers Association.

Recommendation: Final adoption.

(7) Proposed amendment to Civil Service Commission Rule X31 – Overtime posted for deletion on January 8, 1996. (File No. 0105-99-5)

Recommendation: Adopt report; Amend Civil Service Commission Rules to delete Civil Service Commission Rule X31 - Overtime.

(8) Policy on promotive only examinations; Delegate to the Human Resources Director the authority to determine "promotive only" examinations. (File No. 0106-99-1)

Recommendation: Reissue policy; Delegate the authority to issue "promotive only" examinations to the Human Resources Director. Notify all concerned parties.

(9) Request approval to hold promotive only examinations for Class 7334 Stationary Engineer and Class 7372 Stationary Engineer, Sewage Plant. (File No. 0107-99-1)

Recommendation: Off calendar.

(10) Determination of future employability: termination of provisional appointment of Gary Tensfeldt, Utility Plumber Apprentice (Class 7463) Public Utilities Commission. (File No. 0767-98-7)

February 1, 1999: Postpone to the meeting of March 1, 1999 at the request of Mr. Bill Fazande, Representative.

Recommendation: Postpone to the meeting of March 15, 1999 at the request of Mr. Bill Fazande, Representative.

REGULAR AGENDA

(11) Appeal by Darcy Coles of the Human Resources Director's decision to dismiss discrimination complaint. (File No. 0115-98-6)

August 17, 1998:	Postpone to the meeting of October 5, 1998 at the request of Mr. Coles.
October 19, 1998:	Postpone to the meeting of November 2, 1998 at the request of Mr. Coles' attorney Steven McNichols.
November 2, 1998:	Off calendar pending receipt of information requested by the Commission from the Public Transportation Department.
February 1, 1999:	Postpone to the meeting of March 1, 1999 at the request of Steven McNichols, Attorney.
Recommendation:	Adopt report. Deny appeal of Mr. Coles. Sustain the decision of the Human Resources Director.

(12) Appeal by David Yee of background rejection for class H-2 Firefighter, San Francisco Fire Department. (File No. 0682-98-4)

Recommendation:	Adopt report. Deny the appeal of David Yee. Sustain the decision of the Human Resources Director.

(13) Request by Ajamu Stewart, Environmental Health Inspector (Class 6122) to remove entries in the Personnel File reflecting discipline imposed in May, 1997 (Transport Workers' Union Local 250A, Article II.D, paragraph 91), by the Department of Public Health. (File No. 0785-98-9)

Recommendation:	Open for discussion.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) **Determination of future employability: termination of permanent appointment of Lena Soo Hoo, Senior Clerk Typist (Class 1426) Department of Elections. (File No. 0232-96-7)**

June 3, 1996: Postpone this matter pending the resolution of grievance proceedings.

February 1, 1999: Postpone this matter to the meeting of March 1, 1999 at the request of Mr. Cochran.

Recommendation of the Department of Elections:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Elections.

(15) **Determination of future employability: termination of permanent appointment of Kerrigan Dangerfield, Transit Operator (Class 9163), Public Transportation Department. (File No. 0771-98-7)**

February 1, 1999: Postpone this matter to the meeting of March 1, 1999 at the request of Mr. David Clisham, Attorney.

Recommendation of the Public Transportation Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) year's work experience outside the City and County service. Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse. No future employment with the Public Transportation Department.

(16) **Determination of future employability: termination of permanent appointment of Ignacia Jensen, Principal Clerk (Class 1408), San Francisco Unified School District. (File No. 0005-99-7)**

February 1, 1999: Postpone to the meeting of March 1, 1999 at the request of Pattie Tamura, Representative.

Recommendation of the San Francisco Unified School District:

Dismiss from City and County service. No future employment with the City and County of San Francisco.

(17) **Determination of future employability: termination of permanent appointment of Vincent Van Arsdale, Transit Operator (Class 9163), Public Transportation Department. (File No. 0066-99-7)**

Recommendation of the Public Transportation Department:

Cancel any current examination and eligibility status. No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(18) **Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (File No. 0108-99-1)**

(19) **Progress report on class consolidation project. (File No. 0115-99-1)**

(20) **Status of decentralized units' Fiscal Year 1998/99 examination activities. (File No. 0116-99-1)**

(21) **Fiscal Year 1997/98 and 1998/99 Merit System Services Programs. (File No. 0117-99-1)**

(22) REQUESTS TO SPEAK

(23) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes

Regular Meeting
March 1, 1999

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

2:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 408

CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Karen Clopton	Present (missed Items 21, 22, 23)
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

DOCUMENTS DEPT.
MAR 0 5 1999
SAN FRANCISCO
PUBLIC LIBRARY

MINUTES

Special Meeting of February 1, 1999; 1:15 p.m.

Action: Approve. (Vote of 5 to 0)

Special Meeting of February 1, 1999; 2:00 p.m.

Action: Approve. (Vote of 5 to 0)

Regular Meeting of February 1, 1999

Action: Approve. (Vote of 5 to 0)

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260

0232-96-7 **Determination of future employability: termination of permanent appointment of Lena Soo Hoo, Senior Clerk Typist (Class 1426) Department of Elections. (Item No. 14)**

June 3, 1996:	Postpone this matter pending the resolution of grievance proceedings.
February 1, 1999:	Postpone this matter to the meeting of March 1, 1999 at the request of Mr. Cochran.
Speakers:	None
Action:	Postpone this matter to the meeting of March 15, 1999 at the request of the Department of Elections. (Vote of 5 to 0)

0115-98-6 **Appeal by Darcy Coles of the Human Resources Director's decision to dismiss discrimination complaint. (Item No. 11)**

August 17, 1998:	Postpone to the meeting of October 5, 1998 at the request of Mr. Coles.
October 19, 1998:	Postpone to the meeting of November 2, 1998 at the request of Mr. Coles' attorney Steven McNichols.
November 2, 1998:	Off calendar pending receipt of information requested by the Commission from the Public Transportation Department.
February 1, 1999:	Postpone to the meeting of March 1, 1999 at the request of Steven McNichols, Attorney.
Speakers:	Pro: Dorothy Yee, Department of Human Resources Deborah Quinn-Carpenter, Public Transportation Robert Bryant, Deputy City Attorney Con: Steven McNichols, Attorney Darcy Coles
Action:	Adopt report. Deny appeal of Mr. Coles. Sustain the decision of the Human Resources Director. (Vote of 4 to 1: Commissioner Kosturos dissents)

0509-98-5 Civil Service Commission Rules pertaining to the Uniformed Ranks of the San Francisco Police Department. (Item No. 6)

June 15, 1998: Post for adoption following meet and confer.

September 21, 1998: Adopt the Civil Service Commission Rules pertaining to the Uniformed Ranks of the Police Department insofar as they reflect the status quo and any mutually agreed upon changes to date. The remainder is provisionally adopted, subject to the ongoing meet and confer process with the Police Officers Association.

Speakers: Pro: Chris Cunnie, Police Officers Association

Action: Final adoption. (Vote of 5 to 0)

682-98-4 Appeal by David Yee of background rejection for class H-2 Firefighter, San Francisco Fire Department. (Item No. 12)

Speakers: Pro: Captain Kevin Burke, Fire Department
Con: David Yee

Action: Adopt report. Deny the appeal of David Yee. Sustain the decision of the Human Resources Director. (Vote of 4 to 1: Commissioner Pon dissents)

760-98-4 Appeal by Kin Gee of the rejection of application to participate in the examination for Class 1272 Senior Departmental Personnel Officer. (Item No. 5)

February 1, 1999: Off calendar for further consideration.

Speakers: None

Action: Postpone to the meeting of March 15, 1999 at the request of Mr. Kin Gee. (Vote of 5 to 0)

0767-98-7 Determination of future employability: termination of provisional appointment of Gary Tensfeldt, Utility Plumber Apprentice (Class 7463) Public Utilities Commission. (Item No. 10)

February 1, 1999: Postpone to the meeting of March 1, 1999 at the request of Mr. Bill Fazande, Representative.

Speakers: None

Action: Postpone to the meeting of March 15, 1999 at the request of Mr. Bill Fazande, Representative. (Vote of 5 to 0)

0771-98-7 Determination of future employability: termination of permanent appointment of Kerrigan Dangerfield, Transit Operator (Class 9163), Public Transportation Department. (Item No. 15)

February 1, 1999: Postpone this matter to the meeting of March 1, 1999 at the request of Mr. David Clisham, Attorney.

Speakers:
Pro: Faith Van Putten, Public Transportation
Con: David Clisham, Attorney

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) year's work experience outside the City and County service. Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse. No future employment with the Public Transportation Department. (Vote of 4 to 1: Commissioner Kosturos dissents)

785-98-9 Request by Ajamu Stewart, Environmental Health Inspector (Class 6122) to remove entries in the Personnel File reflecting discipline imposed in May, 1997 (Transport Workers' Union Local 250A, Article II.D, paragraph 91), by the Department of Public Health. (Item No. 13)

Speakers: None

Action: Postpone this matter to the meeting of March 15, 1999 at the request of the Department of Public Health. (Vote of 5 to 0)

05-99-7 **Determination of future employability: termination of permanent appointment of Ignacia Jensen, Principal Clerk (Class 1408), San Francisco Unified School District. (Item No. 16)**

February 1, 1999: Postpone to the meeting of March 1, 1999 at the request of Pattie Tamura, Representative.

Speakers:
Pro: Candice Kronick, SFUSD
Con: Pattie Tamura, Local 790

Action: Dismiss from City and County service. No future employment with the City and County of San Francisco. (Vote of 5 to 0)

66-99-7 **Determination of future employability: termination of permanent appointment of Vincent Van Arsdale, Transit Operator (Class 9163), Public Transportation Department. (Item No. 17)**

Speakers: None

Action: Postpone this matter to the meeting of March 15, 1999. Mr. Van Arsdale was not present at roll call. The Commission granted Mr. Van Arsdale's request to hear matter on March 15, 1999.

0104-99-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2016-98/99	Public Health	$141,268,170	To provide a wide spectrum of HIV/AIDS related health, mental health, psychosocial support, housing, benefits eligibility, and nutrition services to effectively deal with the multifaceted and complex needs of persons with HIV/AIDS.	Continuing	06/30/04
2017-98/99	Human Services	$2,232,084	To provide employee related services for Community Jobs Initiative Pilot Program clients, including case management, job development, training, coaching and placement, fiscal tracking and paycheck issuance.	Continuing	10/31/01
4100-98/99	Airport Commission	$464,500	To support SFO projects including telephone hotline with comprehensive ground transportation information on an ongoing basis; maintain rideshare database; and conduct employee transportation survey to monitor progress in trip reduction goals.	Regular	03/31/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4101-98/99	Airport Commission	$2,400,000	To provide frequent, daily public shuttle service linking Millbrae and San Bruno Cal Train stations with Airport terminals and stops on Road R-2, McDonnell Road, and United Airlines Maintenance Operations Center.	Regular	03/31/03
4102-98/99	Airport Commission	$529,080	To provide the design and construction services for the Airport Emergency Response Facility #4, which is the boat and water rescue base used by the San Francisco Fire Department.	Regular	06/01/01
4103-98/99	Art Commission	$200,000	To provide design development services for kinetic artwork to be mounted on exterior of the new Moscone Expansion Project. Artists will also provide detailed drawings of all project elements and will coordinate work with architectural firm.	Regular	01/31/00
4104-98/99	Public Works	$2,000,000	To provide as-needed mechanical engineering and drafting services to augment City staff during peak demands or when staff does not possess the required expertise.	Regular	06/01/02
4107-98/99	Juvenile Probation	$52,500	To evaluate the Non-Intensive Home Based Supervision programs. This evaluation will look at outcomes and impact on at-risk youth on probation in the community.	Regular	06/30/99
4108-98/99	Human Services	$500,000	To coordinate community oversight committees, conduct education around demonstration project, identify/link community services/resources, coordinate project with CMHS's System of Care, and assist in organizing Parent Involvement Project.	Regular	06/30/04
4109-98/99	Human Services	$8,000,000	To provide family mentoring, management of emergency fund for family needs, and a 24-hour hotline to respond to family crises staffed by mentors to provide immediate assistance to families.	Regular	06/30/04
056R-94/95	Airport Commission	Increase Amount $10,220,000 New Amount $22,220,000	To provide administrative assistance in preparing budget and expenditure reports, schedule integration and analysis, cost estimating, document control and retrieval, construction risk analysis, and executive level reports.	Regular	06/05/01
205-94/95	Human Services	Increase Amount $40,894,216 New Amount $54,696,651	To provide childcare for families who are on welfare, low-income families, and to children who are at-risk of abuse or neglect.	Continuing	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4105-98/99	Juvenile Probation	Increase Amount $142,752 New Amount $191,752	To provide individual, group and family counseling to men between the ages of 12 and 18 who have been violent and abusive with a family member or an intimate partner.	Regular	06/30/00
4106-98/99	Airport Commission	Increase Amount $51,000 New Amount $100,000	To conduct Airport user satisfaction surveys to evaluate the level of service and identify problems. Survey types include the annual Air Passenger Survey, Peak Time Survey, and concession surveys. Added surveys are SFO employee services and Bay runway.	Regular	12/31/99
4117-96/97 *** postpone to 3/15/99**	Public Works	Increase Amount $762,000 New Amount $1,637,000	To provide additional as-needed construction management services to the Bureau of Engineering for the street excavation scheduling project to complete ongoing sewer projects.	Regular	06/30/99
4134-95/96	Convention Facilities Management	Increase Amount $7,000,000 New Amount $15,000,000	To provide architecture/engineering services during design and construction of Moscone Center Expansion Phase 3. Services include preliminary design, design development, construction documents, and construction administration.	Regular	07/01/03

Speakers: Pro: Leonard Tom, Convention Facilities
Gabe Karol, Airport Commission
Con: Leslie Abbott, Local 21 (spoke to PSC #'s: 4102-98/99, 056R-94/95, 4117-96/97, and 4134-95/96).

Action: (1) PSC # 4117-96/97 postponed to the meeting of March 15, 1999 at the request of the Department of Public Works;

(2) Adopt Human Resources Director's report on remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

105-99-5 Proposed amendment to Civil Service Commission Rule X31 – Overtime posted for deletion on January 8, 1996. (Item No. 7)

Speakers: None

Action: Adopt report; Amend Civil Service Commission Rules to delete Civil Service Commission Rule X31 - Overtime. (Vote of 5 to 0)

106-99-1 **Policy on promotive only examinations; Delegate to the Human Resources Director the authority to determine "promotive only" examinations. (Item No. 8)**

Speakers: None

Action: Reissue policy; Delegate the authority to issue "promotive only" examinations to the Human Resources Director. Notify all concerned parties. (Vote of 5 to 0)

107-99-1 **Request approval to hold promotive only examinations for Class 7334 Stationary Engineer and Class 7372 Stationary Engineer, Sewage Plant. (Item No. 9)**

Speakers: None

Action: Off calendar. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

108-99-1 **Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (Item No. 18)**

Action: Report received; file.

115-99-1 **Progress report on class consolidation project. (Item No. 19)**

Action: Report received; file.

116-99-1 **Status of decentralized units' Fiscal Year 1998/99 examination activities. (Item No. 20)**

Speakers:
Denise Cannonier-Craig, Airport Commission
Ann Tinling, Controller
Jim Horan, Department of Public Works

Action: Report received; file. Direct the Human Resources Director to assist all departments in meeting the June 30, 1999 deadline on provisional employment. (Vote of 5 to 0)

117-99-1 Fiscal Year 1997/98 and 1998/99 Merit System Services Programs. (Item No. 21)

Speakers: None

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 22)

Mr. Vincent Van Arsdale requested the Commission to rescind its vote on Item No. 17, Determination of future employability: termination of permanent appointment of Vincent Van Arsdale, Transit Operator (Class 9163), Public Transportation Department, and hear the matter on March 15, 1999.
(Vote of 3 to 1: Commissioner Safont dissents)

ADJOURNMENT (Item No. 23)

4:00 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
3/15/99

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

AGENDA

Regular Meeting
of
March 15, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

DOCUMENTS DEPT.
MAR 12 1999
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 15, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of March 1, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0151-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2018-98/99	Human Services	$132,000	To provide targeted outreach in specific neighborhoods to increase Medi-Cal enrollment for eligible families.	Continuing	09/30/99
4110-98/99	Mayor's Office of Business & Economic Development – Treasure Island	$454,487	To provide economic, financial, and fiscal analysis for the preparation of application for the Economic Development Conveyance of former naval station at Treasure Island from the U.S. Navy to the City; and to support adoption of a Redevelopment Plan.	Regular	06/30/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) **Determination of future employability: termination of permanent appointment of Lena Soo Hoo, Senior Clerk Typist (Class 1426) Department of Elections. (File No. 0232-96-7)**

June 3, 1996:	Postpone this matter pending the resolution of grievance proceedings.
February 1, 1999:	Postpone this matter to the meeting of March 1, 1999 at the request of Mr. Cochran.
March 1, 1999:	Postpone this matter to the meeting of March 15, 1999 at the request of the Department of Elections.
Recommendation:	Postpone this matter to the meeting of April 4, 1999.

(6) **Request by Ajamu Stewart, Environmental Health Inspector (Class 6122) to remove entries in the Personnel File reflecting discipline imposed in May, 1997 (Transport Workers' Union Local 250A, Article II.D, paragraph 91), by the Department of Public Health. (File No. 0785-98-9)**

March 1, 1999:	Postpone this matter to the meeting of March 15, 1999 at the request of the Department of Public Health.
Recommendation:	Postpone this matter to the meeting of April 5, 1999 at the request of the Department of Public Health.

(7) **Determination of future employability: termination of permanent appointment of Vincent Van Arsdale, Transit Operator (Class 9163), Public Transportation Department. (File No. 0066-99-7)**

March 1, 1999:	Postpone this matter to the meeting of March 15, 1999. Mr. Van Arsdale was not present at roll call. The Commission granted Mr. Van Arsdale's request to hear matter on March 15, 1999.
Recommendation:	Postpone this matter to the meeting of April 19, 1999 at the request Mr. Van Arsdale.

REGULAR AGENDA

(8) **Approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-imposed "CAP." (File No. 0152-99-1)**

Recommendation: Adopt report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(9) **Appeal by Kin Gee of the rejection of application to participate in the examination for Class 1272 Senior Departmental Personnel Officer. (File No. 0760-98-4)**

February 1, 1999: Off calendar for further consideration.

March 1, 1999: Postpone to the meeting of March 15, 1999 at the request of Mr. Kin Gee.

Recommendation: Adopt report. Deny appeal of Kin Gee. Sustain the decision of the Human Resources Director

(10) **Appeal by Linda Joseph, Service Employees International Union Local 535, of the Rule of the List provision on the examination announcement for Class 2944 Protective Services Supervisor. (File No. 0096-99-4)**

Recommendation: Adopt report. Deny appeal of Linda Joseph, Service Employees International Union Local 535. Sustain the decision of the Human Resources Director.

(11) **Appeal of the decision of the Human Resource Director to amend the class specification for Class 8165 Worker's Compensation Supervisor I and to allocate two positions at the Department of Human Resources. (File No. 0161-99-4)**

Recommendation: Adopt report. Deny appeals of Sharon Hernandez, Frank Martin Del Campo, SEIU Local 790, Lynne Nelson, and Don Southern. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) **Determination of future employability: termination of provisional appointment of Gary Tensfeldt, Utility Plumber Apprentice (Class 7463) Public Utilities Commission. (File No. 0767-98-7)**

February 1, 1999:	Postpone to the meeting of March 1, 1999 at the request of Mr. Bill Fazande, Representative.
March 1, 1999:	Postpone to the meeting of March 15, 1999 at the request of Mr. Bill Fazande, Representative.

Recommendation of the Public Utilities Commission:

No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(13) **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0153-99-1)**

(14) **Progress report on class consolidation project. (File No. 0154-99-1)**

(15) REQUESTS TO SPEAK

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

15/99

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

Minutes

Regular Meeting
March 15, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

MAR 23 1999

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Regular Meeting of March 1, 1999

Action: Approve. (Vote of 5 to 0)

0232-96-7 Determination of future employability: termination of permanent appointment of Lena Soo Hoo, Senior Clerk Typist (Class 1426) Department of Elections. (Item No. 5)

June 3, 1996:	Postpone this matter pending the resolution of grievance proceedings.
February 1, 1999:	Postpone this matter to the meeting of March 1, 1999 at the request of Mr. Cochran.
March 1, 1999:	Postpone this matter to the meeting of March 15, 1999 at the request of the Department of Elections.
Speakers:	None
Action:	Postpone this matter to the meeting of April 5, 1999. (Vote of 5 to 0)

0760-98-4 Appeal by Kin Gee of the rejection of application to participate in the examination for Class 1272 Senior Departmental Personnel Officer. (Item No. 10)

February 1, 1999:	Off calendar for further consideration.
March 1, 1999:	Postpone to the meeting of March 15, 1999 at the request of Mr. Kin Gee.
Speakers:	Pro: Linda Marini, Department of Human Resources Con: Kin Gee
Action:	Adopt report. Deny appeal of Kin Gee. Sustain the decision of the Human Resources Director. (Vote of 5 to 0)

0767-98-7 Determination of future employability: termination of provisional appointment of Gary Tensfeldt, Utility Plumber Apprentice (Class 7463) Public Utilities Commission. (Item No. 13)

February 1, 1999: Postpone to the meeting of March 1, 1999 at the request of Mr. Bill Fazande, Representative.

March 1, 1999: Postpone to the meeting of March 15, 1999 at the request of Mr. Bill Fazande, Representative.

Speakers:
Pro: Dorothy Bowman, Public Utilities Commission
Con: Bill Fazande, Local 38

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) year's work experience outside the City and County service. No future employment with the Public Utilities Commission. (Vote of 5 to 0)

0785-98-9 Request by Ajamu Stewart, Environmental Health Inspector (Class 6122) to remove entries in the Personnel Item reflecting discipline imposed in May, 1997 (Transport Workers' Union Local 250A, Article II.D, paragraph 91), by the Department of Public Health. (Item No. 6)

March 1, 1999: Postpone this matter to the meeting of March 15, 1999 at the request of the Department of Public Health.

Speakers: None

Action: Postpone this matter to the meeting of April 5, 1999 at the request of the Department of Public Health. (Vote of 5 to 0)

0066-99-7 Determination of future employability: termination of permanent appointment of Vincent Van Arsdale, Transit Operator (Class 9163), Public Transportation Department. (Item No. 7)

March 1, 1999: Postpone this matter to the meeting of March 15, 1999. Mr. Van Arsdale was not present at roll call. The Commission granted Mr. Van Arsdale's request to hear matter on March 15, 1999.

Speakers: None

Action: Postpone this matter to the meeting of April 19, 1999 at the request Mr. Van Arsdale. (Vote of 5 to 0)

0096-99-4 Appeal by Linda Joseph, Service Employees International Union Local 535, of the Rule of the List provision on the examination announcement for Class 2944 Protective Services Supervisor. (Item No. 11)

Speakers: Pro: Marsha Stroope, Department of Human Services

Action: Adopt report. Deny appeal of Linda Joseph, Service Employees International Union Local 535. Sustain the decision of the Human Resources Director. (Vote of 5 to 0) (Ms. Joseph failed to appear)

0104-99-8 Review of requests for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4117-96/97	Public Works	Increase Amount $762 ,000 New Amount $1,637,000	To provide additional as-needed construction management services to the Bureau of Engineering for the street excavation scheduling project to complete ongoing sewer projects.	Regular	06/30/99

March 1, 1999: Postpone to the meeting of March 15, 1999 at the request of the Department of Public Works.

Speakers: Pro: Jim Horan, Department of Public Works
Con: Leslie Abbott, Local 21

Action: (1) Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser;
(2) The Human Resources Director to report to the Civil Service Commission on the number of engineers working for the City and County of San Francisco. (Vote of 5 to 0)

0151-99-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2018-98/99	Human Services	$132,000	To provide targeted outreach in specific neighborhoods to increase Medi-Cal enrollment for eligible families.	Continuing	09/30/99
4110-98/99	Mayor's Office of Business & Economic Development – Treasure Island	$454,487	To provide economic, financial, and fiscal analysis for the preparation of application for the Economic Development Conveyance of former naval station at Treasure Island from the U.S. Navy to the City; and to support adoption of a Redevelopment Plan.	Regular	06/30/00

Speakers: None

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0152-99-1 **Approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-imposed "CAP." (Item No. 9)**

Speakers: April Madison-Ramsey, Deputy City Attorney

Action: Off calendar pending necessary action taken by the Board of Supervisors and the Mayor's Office on transfer of function. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

0153-99-1 **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 14)**

Action: Report received, file.

0154-99-1 **Progress report on class consolidation project. (Item No. 15)**

Action: Report received, file.

0161-99-4 **Appeal of the decision of the Human Resource Director to amend the class specification for Class 8165 Worker's Compensation Supervisor I and to allocate two positions at the Department of Human Resources. (Item No. 12)**

Speakers: None

Action: Postpone this matter to the meeting of April 19, 1999 at the request of the Human Resources Director. (Vote of 5 to 0)

REQUESTS TO SPEAK (Item No. 16)

1) Jim Horan requested clarification from the Commission on its request for additional information on Item No. 8, PSC # 4117-96/97;
2) The Commission rescinded its vote on Item No. 8, PSC # 4117-96/97 to postpone approval pending receipt of information requested on the number of engineers working for the City and County of San Francisco (Vote of 5 to 0);
3) The Commission adopted the Human Resources Director's report on PSC # 4117-96/97. Notify the offices of the Controller and the Purchaser. The Commission directed the Human Resources Director to provide the Commission information on the number of engineers working for the City and County of San Francisco. (Vote of 5 to 0)

ADJOURNMENT (Item No. 17)

3:15 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

5/99

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

AGENDA

Regular Meeting
of
April 5, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

DOCUMENTS DEPT.
MAR 31 1999
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda.*

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 5, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of March 15, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

COMMENDATION

(4) **Commendation for Rhonda Hadnot, Appeals Coordinator, Civil Service Commission Upon her Transfer to San Francisco International Airport. (File No. 0225-99-1)**

Recommendation: Adopt staff report.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0222-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-99/00	Public Health	$400,000	To provide outreach to individuals, case management and financial advocacy services in order to qualify individuals for Supplemental Security Income (SSI).	Annual	06/30/01
1001-99/00	Human Resources	$425,000	To perform workers' compensation field investigations to enhance claims adjuster's determinations as to whether injuries arose out of employment and/or during the course of employment.	Annual	06/30/00
1002-99/00	Human Resources	$3,045,000	To provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, and case estimate evaluation.	Annual	06/30/00
1003-99/00	Human Resources	$2,000,000	To provide a range of managed care and medical cost containment services for the Workers' Compensation program, including medical bill review and repricing, Preferred Provider Organization administration and repricing, and medical case management.	Annual	06/30/00
1004-99/00	Human Resources	$300,000	To provide access and use of a proprietary workers' compensation claim file management system with checkwriting capabilities, and technical personnel to maintain both the hardware and software required to operate the system.	Annual	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1005-99/00	Public Health	$4,000,000	To provide highly specialized medical and surgical services to medically indigent adults. Services include cardiac surgery, angioplasty, radiation oncology, leukemia treatment, ophthalmology procedures, and organ transplants.	Annual	06/30/01
1006-99/00	Public Health	$1,900,000	To continue a Marketing and Strategic Planning program that will include surveying the customers utilizing the service at the Community Health Network; and plan for and assess future utilization, accreditation and licensing requirements.	Annual	06/30/01
1007-99/00	Public Health	$1,000,050	To provide self-help focus counseling and support services to the homeless by utilizing former consumers of mental health to identify and address the problems of street outreach and benefits advocacy techniques.	Annual	06/30/01
1008-99/00	Public Health	$60,000	To provide Podiatry supervision over senior podiatry students for the preventive and therapeutic foot care for all patients at Laguna Honda Hospital and to homeless persons in San Francisco.	Annual	06/30/01
1009-99/00	Telecommunication & Information Services	$810,000	To provide expert consultant and technical programming services for the Court Management Systems Project using CABLE technology.	Annual	06/30/00
1010-99/00	Telecommunication & Information Services	$1,255,000	To provide expert project management and systems analysis services for the Court Management System (CMS) Replacement Project to determine the scope and cost of replacement.	Annual	06/30/00
1011-99/00	Telecommunication & Information Services	$85,000	To provide technical writing services to develop and update Technical Services' data security policies and procedures, to develop and update written disaster recovery plans and procedures, and to produce administrative publications and training guides.	Annual	06/30/00
1012-99/00	Telecommunication & Information Services	$100,000	To analyze, design, program and implement major database enhancements and program changes to the existing Retirement System.	Annual	06/30/00
1013-99/00	Telecommunication & Information Services	$116,670	To provide management structure and operation of the San Francisco Government Cable Access Channel 54, which broadcast government meetings, hearings, and information to the public.	Annual	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1014-99/00	Telecommunication & Information Services	$192,000	To define requirements to meet Retirement business needs; and provide business and systems analysis to incorporate PeopleSoft Workflow into the current Benefit Payment (BP) System	Annual	06/30/00
1015-99/00	Telecommunication & Information Services	$140,000	To analyze, design, program and implement major database enhancements and program changes to the Benefit Payment System.	Annual	06/30/00
1016-99/00	Telecommunication & Information Services	$150,000	To create information technology strategic plan and policies for the Committee on Information Technology (COIT), which determines the City and County of San Francisco's information technology strategic direction, policies and priorities.	Annual	06/30/00
1017-99/00	Telecommunication & Information Services	$101,000	To provide the technical writing to develop complete project documentation in support of Employee's Retirement System.	Annual	06/30/00
1018-99/00	Telecommunication & Information Services	$150,000	To provide system software and special technical support services in CICS Migration, Year 2000 preparation, OS system upgrades and customization, CICS transaction server migration, and Web-to-Host implementation, CAD 911, and FAMIS.	Annual	06/30/00
1019-99/00	Telecommunication & Information Services	$140,000	To assist the City in assessing the demand for advanced telecommunications services in the external marketplace, and in identifying the telecommunications needs of the community and City departments.	Annual	06/30/00
1020-99/00	Telecommunication & Information Services	$120,000	To assist with the elimination of the backlog of production support Service Requests for the Business Taxes Systems.	Annual	06/30/00
1021-99/00	Telecommunication & Information Services	$115,200	To assist in the elimination of the backlog of production support service requests; and assist in the new development of a PC-based application in support of the Tax Collector	Annual	06/30/00
1022-99/00	Telecommunication & Information Services	$900,000	To assist in the planning, design, documentation, installation, and technical support for the project to replace the existing city-wide electronic mail network; and assist in the design and implementation of Notes database applications.	Annual	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1023-99/00	Telecommunication & Information Services	$127,500	To provide highly specialized advanced training in personal computer and network programs for DTIS staff and city departments. Programs included are: MS Access, MS Excel, MS PowerPoint, MS Word, WordPerfect, Paradox and Novell System Administration.	Annual	06/30/00
1024-99/00	Telecommunication & Information Services	$150,000	To assist with the implementation of computer software for the Integrated Property Assessor-Recorder, Controller, Treasurer-Tax Collector (INPACT) system, on an IBM AS/400 minicomputer.	Annual	06/30/00
1025-99/00	Public Health	$44,045,535	To provide various services to people with HIV/AIDS and to those who are at risk. Services will include counseling, case management, housing, prevention, health education, advocacy, transportation, telephone hotline, testing and outreach.	Annual	06/30/04
1026-99/00	Sheriff's Office	$220,000	To provide timely pick-up of prisoners throughout California and U.S. pursuant to court orders or lawful arrest warrants.	Annual	06/30/00
1027-99/00	Sheriff's Office	$3,000,000	To provide classes in GED, relapse prevention, substance abuse, parenting domestic violence and violence prevention; provide services including acupuncture, administrative support for records management, and related counseling services.	Annual	06/30/00
1028-99/00	Sheriff's Office	$125,000	To review all misdemeanor bookings, conduct interviews when necessary; work with bail commissioner, duty judge, and Sheriff's personnel to determine eligibility for supervised citation release.	Annual	06/30/00
1029-99/00	Sheriff's Office	$4,200,000	To provide residential substance abuse counseling for prisoners paroled from county jail; and electronic monitoring services for prisoners placed in Sheriff's home detention.	Annual	06/30/00
1030-99/00	Sheriff's Office	$75,000	To conduct pre-employment polygraph examinations and psychological evaluations required for peace officers; post-employment examinations and psychological services resulting from investigations and critical incidents	Annual	06/30/00
1031-99/00	Public Health	$1,000,000	To provide case management services including money management, information and referral, and client advocacy for persons with AIDS/HIV in a residential program.	Annual	06/30/01
2019-98/99	Board of Supervisors	$50,000	To assist community organizations to produce public access programming onto assigned cable television channel.	Continuing	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2020-98/99	Sheriff's Office	$75,000	To manage a computerized system which interfaces with specific jail information to provide victims of crime who choose to use the service access to court and prisoner status information.	Continuing	06/30/00
2023-98/99	Public Health	$600,000	To provide evaluation services, media services, and fiscal sponsor services for Community Capacity Building Training Center to implement state approved comprehensive tobacco control plan.	Continuing	06/30/01
4111-98/99	Art Commission	$350,000	To fabricate, transport and install artwork in the Concourse H at San Francisco International Airport.	Regular	01/01/02
4112-98/99	Telecommunication & Information Services	$400,000	To augment existing DTIS cabling staff during periods of heavy workload. Contractors will perform basic telecommunications writing and cabling work for different installation types.	Regular	06/30/00
4113-98/99	Mayor's Office of Children, Youth & Family	$564,098	To produce and distribute unitized meals to the children and youth enrolled in the 1999 Summer Food Service Program as funded through the Department of Children, Youth and Their Families by the United States Department of Agriculture.	Regular	08/30/99
4114-98/99	Art Commission	$650,000	To fabricate, transport and install artwork designed for the transfer corridor of the new International Airport; install and modify on-site electrical wiring necessary for incorporating light sculptures into the transfer corridor wall.	Regular	01/31/02
4115-98/99	Public Utilities Commission (Water)	$10,000,000	To provide specialty design services for the water tank, reservoirs and facilities of the San Francisco Water Department.	Regular	03/01/03
4116-98/99	Telecommunication & Information Services	$288,000	To provide business and systems analysis and design expertise to implement Retirement's new Pension Administration System.	Regular	06/30/00
4117-98/99	Telecommunication & Information Services	$134,400	To convert data from Retirement's current Member Accounting System to the new Pension Administration System using IDMS and COBOL II.	Regular	06/30/00
4118-98/99	Mayor's Office of Children, Youth & Family	$200,000	To negotiate with vendors for preferential arrangements with the leading Bay Area sources for goods and services relevant to childcare providers. To also include administrative costs and membership fees.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4119-98/99	District Attorney	$3,564,000	To maintain the Family Support Bureau's automated operating system (known as CASES). Services include: manage joint maintenance of CASES, resolve production problems, produce source material and provide operational support.	Regular	06/30/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) **Approval of proposed personal services contracts as a part of a settlement agreement between the City & County of San Francisco and the Americans with Disabilities Act Task Force in matter ADA Task Force vs. City & County of San Francisco [U.S. District Court No. C-9702438 CRB]. (File No. 0223-99-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4120-98/99	Department of Administrative Services	$534,700	For the preparation of Americans with Disabilities Act Self-evaluation and Transition Plan; Review of all City programs and the policies and practices that govern them to determine if they are accessible. If not, the self-evaluation must suggest modifications. The Transition Plan describes the structural changes that are necessary to City buildings to ensure accessible programs.	Regular	04/30/01

Recommendation: Adopt report. Notify the offices of the Controller and the Purchaser.

(7) **Approval of Civil Service Commission Document fees. (File No. 0221-99-1)**

Recommendation: Adopt staff report; establish document fees in accordance with San Francisco Administrative Code Section 8.26 and Sunshine Ordinance Section 67.28.

REGULAR AGENDA

(8) **Request by Ajamu Stewart, Environmental Health Inspector (Class 6122) to remove entries in the Personnel File reflecting discipline imposed in May, 1997 (Transport Workers' Union Local 250A, Article II.D, paragraph 91), by the Department of Public Health. (File No. 0785-98-9)**

March 1, 1999:	Postpone this matter to the meeting of March 15, 1999 at the request of the Department of Public Health.
March 15, 1999:	Postpone this matter to the meeting of April 5, 1999 at the request of the Department of Public Health.
Recommendation:	The Department of Public Health is not opposed to remove the discipline from Mr. Stewart's Personnel file.

(8) **Appeal of background rejection by Daniel N. Tiao, Class Q2 Police Officer Applicant. (File No. 0776-98-4)**

Recommendation:	Adopt report. Deny appeal. Sustain the decision of the Chief of Police.

(9) **Appeal of the Human Resources Director's decision to deny assault pay by Gilbert Vidal, Class 9163 Transit Operator. (File No. 0112-99-3)**

Recommendation:	Adopt staff report. Deny appeal.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) **Determination of future employability: termination of permanent appointment of Lena Soo Hoo, Senior Clerk Typist (Class 1426) Department of Elections. (File No. 0232-96-7)**

June 3, 1996:	Postpone this matter pending the resolution of grievance proceedings.
February 1, 1999:	Postpone this matter to the meeting of March 1, 1999 at the request of Mr. Cochran.

March 1, 1999: Postpone this matter to the meeting of March 15, 1999 at the request of the Department of Elections.

March 15, 1999: Postpone this matter to the meeting of April 5, 1999.

Recommendation of the Department of Elections:

Future employment subject to the review and approval of the Human Resources Director, after satisfactory completion of one year's work experience outside the City & County Service. No future employment with the Department of Elections.

(11) **Determination of future employability by Jimmy Scallion, Class 7334 Stationary Engineer, Public Transportation Department. (File No. 0129-99-7)**

Recommendation of the Public Transportation Department:

Adopt report. Dismiss from City and County service. No future employment with the City & County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(12) **Monthly Report of Provisional Appointments. (File No. 0224-99-1)**

(13) **Analysis of Productivity of Examination Units. (File No. 0226-99-1**

(14) **Engineers employed by City & County of San Francisco. (File No. 0227-99-1)**

(15) REQUESTS TO SPEAK

(16) ADJOURNMENT

5

5/99

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

Minutes

Regular Meeting
April 5, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
APR 13 1999
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Excused
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Regular Meeting of March 15, 1999

Action: Approve. (Vote of 4 to 0)

0232-96-7 **Determination of future employability: termination of permanent appointment of Lena Soo Hoo, Senior Clerk Typist (Class 1426) Department of Elections. (Item No. 11)**

June 3, 1996:	Postpone this matter pending the resolution of grievance proceedings.
February 1, 1999:	Postpone this matter to the meeting of March 1, 1999 at the request of Mr. Cochran.
March 1, 1999:	Postpone this matter to the meeting of March 15, 1999 at the request of the Department of Elections.
March 15, 1999:	Postpone this matter to the meeting of April 5, 1999.
Speakers:	Pro: Naomi Nishioka, Department of Elections Con: Sheila Sexton, Attorney
Action:	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Elections. (Vote of 4 to 0)

0776-98-4 **Appeal by Daniel Tiao of background rejection for Class Q-2 Police Officer, San Francisco Police Department. (Item No. 9)**

Speakers:	None
Action:	Off calendar at the request of the San Francisco Police Department. (Vote of 4 to 0)

0785-98-9 **Request by Ajamu Stewart, Environmental Health Inspector (Class 6122) to remove entries in the Personnel File reflecting discipline imposed in May, 1997 (Transport Workers' Union Local 250A, Article II.D, paragraph 91), by the Department of Public Health. (Item No. 8)**

March 1, 1999: Postpone this matter to the meeting of March 15, 1999 at the request of the Department of Public Health.

March 15, 1999: Postpone this matter to the meeting of April 5, 1999 at the request of the Department of Public Health.

Speakers: None

Action: The Department of Public Health is not opposed to the removal of discipline from Mr. Stewart's Personnel File. Request by Ajamu Stewart granted. (Vote of 4 to 0)

0112-99-3 **Appeal of the Human Resources Director's decision to deny assault pay by Gilbert Vidal, Class 9163 Transit Operator. (Item No. 10)**

Speakers: Claire Caldwell, Local 250-A

Action: Postpone this matter to the meeting of May 3, 1999 at the request of Local 250-A. (Vote of 4 to 0)

0129-99-7 **Determination of future employability by Jimmy Scallion, Class 7334 Stationary Engineer, Public Transportation Department. (Item No. 12)**

Speakers: None

Action: Postpone this matter to the meeting of April 19, 1999 at the request of Mr. John DiNapoli, Attorney. (Vote of 4 to 0)

0221-99-1 **Approval of Civil Service Commission Document fees. (Item No. 7)**

Speakers: None

Action: Adopt staff report; establish document fees in accordance with San Francisco Administrative Code Section 8.26 and Sunshine Ordinance Section 67.28. (Vote of 4 to 0)

0222-99-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-99/00	Public Health	$400,000	To provide outreach to individuals, case management and financial advocacy services in order to qualify individuals for Supplemental Security Income (SSI).	Annual	06/30/01
1001-99/00	Human Resources	$425,000	To perform workers' compensation field investigations to enhance claims adjuster's determinations as to whether injuries arose out of employment and/or during the course of employment.	Annual	06/30/00
1002-99/00 *** postpone to 4/19/99**	Human Resources	$3,045,000	To provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, and case estimate evaluation.	Annual	06/30/00
1003-99/00	Human Resources	$2,000,000	To provide a range of managed care and medical cost containment services for the Workers' Compensation program, including medical bill review and repricing, Preferred Provider Organization administration and repricing, and medical case management.	Annual	06/30/00
1004-99/00	Human Resources	$300,000	To provide access and use of a proprietary workers' compensation claim file management system with checkwriting capabilities, and technical personnel to maintain both the hardware and software required to operate the system.	Annual	06/30/00
1005-99/00	Public Health	$4,000,000	To provide highly specialized medical and surgical services to medically indigent adults. Services include cardiac surgery, angioplasty, radiation oncology, leukemia treatment, ophthalmology procedures, and organ transplants.	Annual	06/30/01
1006-99/00	Public Health	$1,900,000	To continue a Marketing and Strategic Planning program that will include surveying the customers utilizing the service at the Community Health Network; and plan for and assess future utilization, accreditation and licensing requirements.	Annual	06/30/01
1007-99/00	Public Health	$1,000,050	To provide self-help focus counseling and support services to the homeless by utilizing former consumers of mental health to identify and address the problems of street outreach and benefits advocacy techniques.	Annual	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1008-99/00	Public Health	$60,000	To provide Podiatry supervision over senior podiatry students for the preventive and therapeutic foot care for all patients at Laguna Honda Hospital and to homeless persons in San Francisco.	Annual	06/30/01
1009-99/00	Telecommunication & Information Services	$810,000	To provide expert consultant and technical programming services for the Court Management Systems Project using CABLE technology.	Annual	06/30/00
1010-99/00	Telecommunication & Information Services	$1,255,000	To provide expert project management and systems analysis services for the Court Management System (CMS) Replacement Project to determine the scope and cost of replacement.	Annual	06/30/00
1011-99/00	Telecommunication & Information Services	$85,000	To provide technical writing services to develop and update Technical Services' data security policies and procedures, to develop and update written disaster recovery plans and procedures, and to produce administrative publications and training guides.	Annual	06/30/00
1012-99/00	Telecommunication & Information Services	$100,000	To analyze, design, program and implement major database enhancements and program changes to the existing Retirement System.	Annual	06/30/00
1013-99/00	Telecommunication & Information Services	$116,670	To provide management structure and operation of the San Francisco Government Cable Access Channel 54, which broadcast government meetings, hearings, and information to the public.	Annual	06/30/00
1014-99/00	Telecommunication & Information Services	$192,000	To define requirements to meet Retirement business needs; and provide business and systems analysis to incorporate PeopleSoft Workflow into the current Benefit Payment (BP) System	Annual	06/30/00
1015-99/00	Telecommunication & Information Services	$140,000	To analyze, design, program and implement major database enhancements and program changes to the Benefit Payment System.	Annual	06/30/00
1016-99/00	Telecommunication & Information Services	$150,000	To create information technology strategic plan and policies for the Committee on Information Technology (COIT), which determines the City and County of San Francisco's information technology strategic direction, policies and priorities.	Annual	06/30/00
1017-99/00	Telecommunication & Information Services	$101,000	To provide the technical writing to develop complete project documentation in support of Employee's Retirement System.	Annual	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1018-99/00	Telecommunication & Information Services	$150,000	To provide system software and special technical support services in CICS Migration, Year 2000 preparation, OS system upgrades and customization, CICS transaction server migration, and Web-to-Host implementation, CAD 911, and FAMIS.	Annual	06/30/00
1019-99/00	Telecommunication & Information Services	$140,000	To assist the City in assessing the demand for advanced telecommunications services in the external marketplace, and in identifying the telecommunications needs of the community and City departments.	Annual	06/30/00
1020-99/00	Telecommunication & Information Services	$120,000	To assist with the elimination of the backlog of production support Service Requests for the Business Taxes Systems.	Annual	06/30/00
1021-99/00	Telecommunication & Information Services	$115,200	To assist in the elimination of the backlog of production support service requests; and assist in the new development of a PC-based application in support of the Tax Collector	Annual	06/30/00
1022-99/00	Telecommunication & Information Services	$900,000	To assist in the planning, design, documentation, installation, and technical support for the project to replace the existing city-wide electronic mail network; and assist in the design and implementation of Notes database applications.	Annual	06/30/00
1023-99/00 ***withdrawn by DTIS**	Telecommunication & Information Services	$127,500	To provide highly specialized advanced training in personal computer and network programs for DTIS staff and city departments. Programs included are: MS Access, MS Excel, MS PowerPoint, MS Word, WordPerfect, Paradox and Novell System Administration.	Annual	06/30/00
1024-99/00	Telecommunication & Information Services	$150,000	To assist with the implementation of computer software for the Integrated Property Assessor-Recorder, Controller, Treasurer-Tax Collector (INPACT) system, on an IBM AS/400 minicomputer.	Annual	06/30/00
1025-99/00	Public Health	$44,045,535	To provide various services to people with HIV/AIDS and to those who are at risk. Services will include counseling, case management, housing, prevention, health education, advocacy, transportation, telephone hotline, testing and outreach.	Annual	06/30/04
1026-99/00	Sheriff's Office	$220,000	To provide timely pick-up of prisoners throughout California and U.S. pursuant to court orders or lawful arrest warrants.	Annual	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1027-99/00	Sheriff's Office	$3,000,000	To provide classes in GED, relapse prevention, substance abuse, parenting domestic violence and violence prevention; provide services including acupuncture, administrative support for records management, and related counseling services.	Annual	06/30/00
1028-99/00	Sheriff's Office	$125,000	To review all misdemeanor bookings, conduct interviews when necessary; work with bail commissioner, duty judge, and Sheriff's personnel to determine eligibility for supervised citation release.	Annual	06/30/00
1029-99/00	Sheriff's Office	$4,200,000	To provide residential substance abuse counseling for prisoners paroled from county jail; and electronic monitoring services for prisoners placed in Sheriff's home detention.	Annual	06/30/00
1030-99/00	Sheriff's Office	$75,000	To conduct pre-employment polygraph examinations and psychological evaluations required for peace officers; post-employment examinations and psychological services resulting from investigations and critical incidents	Annual	06/30/00
1031-99/00	Public Health	$1,000,000	To provide case management services including money management, information and referral, and client advocacy for persons with AIDS/HIV in a residential program.	Annual	06/30/01
2019-98/99	Board of Supervisors	$50,000	To assist community organizations to produce public access programming onto assigned cable television channel.	Continuing	06/30/00
2020-98/99	Sheriff's Office	$75,000	To manage a computerized system which interfaces with specific jail information to provide victims of crime who choose to use the service access to court and prisoner status information.	Continuing	06/30/00
2023-98/99	Public Health	$600,000	To provide evaluation services, media services, and fiscal sponsor services for Community Capacity Building Training Center to implement state approved comprehensive tobacco control plan.	Continuing	06/30/01
4111-98/99	Art Commission	$350,000	To fabricate, transport and install artwork in the Concourse H at San Francisco International Airport.	Regular	01/01/02
4112-98/99	Telecommunication & Information Services	$400,000	To augment existing DTIS cabling staff during periods of heavy workload. Contractors will perform basic telecommunications writing and cabling work for different installation types.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4113-98/99	Mayor's Office of Children, Youth & Family	$564,098	To produce and distribute unitized meals to the children and youth enrolled in the 1999 Summer Food Service Program as funded through the Department of Children, Youth and Their Families by the United States Department of Agriculture.	Regular	08/30/99
4114-98/99	Art Commission	$650,000	To fabricate, transport and install artwork designed for the transfer corridor of the new International Airport; install and modify on-site electrical wiring necessary for incorporating light sculptures into the transfer corridor wall.	Regular	01/31/02
4115-98/99	Public Utilities Commission (Water)	$10,000,000	To provide specialty design services for the water tank, reservoirs and facilities of the San Francisco Water Department.	Regular	03/01/03
4116-98/99	Telecommunication & Information Services	$288,000	To provide business and systems analysis and design expertise to implement Retirement's new Pension Administration System.	Regular	06/30/00
4117-98/99	Telecommunication & Information Services	$134,400	To convert data from Retirement's current Member Accounting System to the new Pension Administration System using IDMS and COBOL II.	Regular	06/30/00
4118-98/99	Mayor's Office of Children, Youth & Family	$200,000	To negotiate with vendors for preferential arrangements with the leading Bay Area sources for goods and services relevant to childcare providers. To also include administrative costs and membership fees.	Regular	06/30/00
4119-98/99	District Attorney	$3,564,000	To maintain the Family Support Bureau's automated operating system (known as CASES). Services include: manage joint maintenance of CASES, resolve production problems, produce source material and provide operational support.	Regular	06/30/00

Speakers: None

Action: (1) PSC # 1002-99/00 postpone this matter to the meeting of 4/19/99 at the request of Local 790; (2) PSC # 1023-99/00 withdrawn by the Department of Telecommunication and Information Services; and (3) Adopt Human Resources Director's report on remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0223-99-8 Approval of proposed personal services contract as a part of a settlement agreement between the City & County of San Francisco and the Americans with Disabilities Act Task Force in matter ADA Task Force vs. City & County of San Francisco [U.S. District Court No. C-9702438 CRB]. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4120-98/99	Department of Administrative Services	$534,700	For the preparation of Americans with Disabilities Act Self-evaluation and Transition Plan; Review of all City programs and the policies and practices that govern them to determine if they are accessible. If not, the self-evaluation must suggest modifications. The Transition Plan describes the structural changes that are necessary to City buildings to ensure accessible programs.	Regular	04/30/01

Speakers: None

Action: Adopt report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0224-99-1 Monthly Report of Provisional Appointments. (Item No. 13)

Action: Report received; file. (Vote of 4 to 0)

0225-99-1 Commendation for Rhonda Hadnot, Appeals Coordinator, Civil Service Commission, upon her transfer to San Francisco International Airport. (Item No. 4)

Action: Adopt. (Vote of 4 to 0)

0226-99-1 Analysis of productivity of examination units. (Item No. 14)

Action: Report received; file. (Vote of 4 to 0)

0227-99-1 Engineers employed by City & County of San Francisco. (Item No. 15)

Action: Report received; file. (Vote of 4 to 0)

REQUESTS TO SPEAK (Item No. 16)

None

ADJOURNMENT (Item No. 17)

2:40 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
4/19/99

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

AGENDA

Regular Meeting
of
April 19, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
APR 16 1999
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 19, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of April 5, 1999

Regular Meeting of April 5, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0302-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4121-98/99	Airport Commission	$200,000	To provide graphic design and project management services to Airport's Annual Report and selected brochures in General Airport Information Brochure, ADA Services Guide, Education Tour Brochure, Master Plan Information Brochure, and other brochures.	Regular	04/20/00
4122-98/99	Telecommunication & Information Services	$288,000	To convert data from Retirement's current Member Accounting System to the new Pension Administration System.	Regular	06/30/00
4123-98/99	Telecommunication & Information Services	$576,000	To develop and implement the Retirement's new Pension Administration System.	Regular	06/30/00
4124-98/99	Human Services	$395,000	To coordinate services for CalWORKs special needs children, train licensed childcare providers, conduct site visits and maintain information and referral system for parents of special needs children.	Regular	06/30/00
4125-98/99	Human Services	$750,000	To provide childcare and access to health related services to CalWORKs families with mildly ill children through hotline, partnerships with other licensed providers in target neighborhoods, and information to providers who are referring families.	Regular	06/30/00
4126-98/99	Mayor's Criminal Justice Council	$500,000	To provide the Mayor's Criminal Justice Council, Police, Sheriff, District Attorney, Public Defender, Adult & Juvenile Probation with a pool of "as needed" evaluators to provide evaluation services on various State and Federal grants.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-98/99	Mayor's Criminal Justice Council	$500,000	To provide the Mayor's Criminal Justice Council and other City departments with a pool of "as needed" grant writers that will be utilized to prepare written responses to Request for Proposals issued by State & Federal agencies.	Regular	06/30/01
4128-98/99	Public Transportation	$100,000	To identify, interview and recommend qualified candidates for executive positions with the Public Transportation Department.	Regular	01/26/00
4129-98/99	Mayor's Office of Community Development	$155,000	Will serve as lead agent in the California State Legislature on determining legislative and budget priorities for the City & County of San Francisco. Is expected to find sponsors for bills, budget requests and lobby legislators.	Regular	12/31/99

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(5) Review of request for approval of proposed personal services contract. (File No. 0303-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1002-99/00	Human Resources	$3,045,000	To provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, and case estimate evaluation.	Annual	06/30/00

April 5, 1999: Postpone to the meeting of April 19, 1999 at the request of Local 790.

Recommendation: Adopt report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 1999-2000. (File No. 0241-99-3)

Recommendation: Adopt staff report; forward to Board of Supervisors.

(7) Ratification of settlement agreement between Katrina Garrett and the City Attorney's Office. (File No. 0260-99-7)

Recommendation: Adopt report. Ratify settlement agreement; Restrict future employment: No City and County employment for five (5) years. No future employment with the City Attorney's Office or MUNI (Public Transportation Department).

REGULAR AGENDA

(8) Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-imposed "CAP." (File No. 0308-99-1)

Recommendation: Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(9) Appeal of the decision of the Human Resources Director to amend the class specification for Class 8165 Worker's Compensation Supervisor I and to allocate two positions at the Department of Human Resources. (File No. 0161-99-4)

March 15, 1999: Postpone to the meeting of April 19,1999 at the request of the Human Resources Director.

Recommendation: Adopt report. Deny appeals of Sharon Hernandez, Frank Martin Del Campo, SEIU Local 790, Lynne Nelson, and Don Southern. Sustain the decision of the Human Resources Director.

(10) Appeal by Jason Campillo of background rejection for Class H-2 Firefighter, San Francisco Fire Department. (File No. 0061-98-4)

Recommendation: Adopt report. Deny the appeal of Mr. Jason Campillo. Sustain the decision of the Human Resources Director to disqualify Mr. Campillo on the basis of residency.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) Determination of future employability: termination of permanent appointment of Vincent Van Arsdale Transit Operator (Class 9163) Public Transportation Department. (File No. 0066-99-7)

March 1, 1999:	Postpone this matter to the meeting of March 15, 1999. Mr. Van Arsdale was not present at roll call. The Commission granted Mr. Van Arsdale's request to hear matter on March 15, 1999.
March 15, 1999:	Postpone this matter to the meeting of April 19, 1999 at the request of Mr. Van Arsdale.

Recommendation of the Public Transportation Department:

Cancel any current examination and eligibility status. No future employment with the City & County of San Francisco.

(12) Determination of future employability: termination of permanent appointment of Jimmy Scallion, Stationary Engineer (Class 7334) Public Transportation Department. (File No. 0129-99-7)

April 5, 1999:	Postpone to the meeting of April 19, 1999 at the request of Mr. John DiNapoli, Attorney.

Recommendation of the Public Transportation Department:

Dismiss from City and County service. No future employment with the City & County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(13) Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (File No. 0304-99-1)

(14) Progress report on class consolidation project. (File No. 0305-99-1)

(15) Report of provisional appointments. (File No. 0306-99-1)

(16) Report on analysis of productivity of examination units. (File No. 0307-99-1)

(17) **REQUESTS TO SPEAK**

(18) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

Minutes

Regular Meeting
April 19, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

APR 26 1999

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:20 p.m.

ROLL CALL

Commissioner Karen Clopton	Present (missed items 15-18)
Commissioner George Kosturos	Excused
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Special Meeting of April 5, 1999

Action: Approve. (Vote of 4 to 0)

Regular Meeting of April 5, 1999

Action: Approve. (Vote of 4 to 0)

0061-98-4 Appeal by Jason Campillo of background rejection for Class H-2 Firefighter, San Francisco Fire Department. (Item No. 10)

Speakers:	None.
Action:	Postpone to the meeting of May 3, 1999 at the request of Patricia Campillo. (Vote of 4 to 0)

0066-99-7 Determination of future employability: termination of permanent appointment of Vincent Van Arsdale Transit Operator (Class 9163) Public Transportation Department. (Item No. 11)

March 1, 1999:	Postpone this matter to the meeting of March 15, 1999. Mr. Van Arsdale was not present at roll call. The Commission granted Mr. Van Arsdale's request to hear matter on March 15, 1999.
March 15, 1999:	Postpone this matter to the meeting of April 19, 1999 at the request of Mr. Van Arsdale.
Speakers:	Faith Van Putten, Public Transportation Department
Action:	Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service. Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources designated professional in substance abuse. No future employment with the Public Transportation Department. (Vote of 4 to 0)

0129-99-7 Determination of future employability: termination of permanent appointment of Jimmy Scallion, Stationary Engineer (Class 7334) Public Transportation Department. (Item No. 12)

April 5, 1999:	Postpone to the meeting of April 19, 1999 at the request of Mr. John DiNapoli, Attorney.
Speakers:	None.
Action:	Postpone to the meeting of May 3, 1999 at the request of Mr. John DiNapoli, Attorney. (Vote of 4 to 0)

0161-99-4 **Appeal of the decision of the Human Resources Director to amend the class specification for Class 8165 Worker's Compensation Supervisor I and to allocate two positions at the Department of Human Resources. (Item No. 9)**

March 15, 1999: Postpone to the meeting of April 19,1999 at the request of the Human Resources Director.

Speakers:
Pro: Candy Heurlin, Department of Human Resources
Fred Howell, Workers' Compensation
Con: Frank Martin del Campo, SEIU Local 790
Marjorie Melendez, SEIU Local 790

Action: Adopt report. Deny appeals of Sharon Hernandez, Frank Martin Del Campo, SEIU Local 790, Lynne Nelson, and Don Southern. Sustain the decision of the Human Resources Director. (Vote of 4 to 0)

0241-99-3 **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 1999-2000. (Item No. 6)**

Speakers: None.

Action: Adopt staff report; forward to Board of Supervisors. (Vote of 4 to 0)

0260-99-7 **Ratification of settlement agreement between Katrina Garrett and the City Attorney's Office. (Item No.7)**

Speakers: None.

Action: Off Calendar at the request of the Office of the City Attorney. (Vote of 4 to 0)

0302-99-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4121-98/99 *** postpone to 5/3/99**	Airport Commission	$200,000	To provide graphic design and project management services to Airport's Annual Report and selected brochures in General Airport Information Brochure, ADA Services Guide, Education Tour Brochure, Master Plan Information Brochure, and other brochures.	Regular	04/20/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4122-98/99	Telecommunication & Information Services	$288,000	To convert data from Retirement's current Member Accounting System to the new Pension Administration System.	Regular	06/30/00
4123-98/99	Telecommunication & Information Services	$576,000	To develop and implement the Retirement's new Pension Administration System.	Regular	06/30/00
4124-98/99 *** postpone to 5/3/99**	Human Services	$395,000	To coordinate services for CalWORKs special needs children, train licensed childcare providers, conduct site visits and maintain information and referral system for parents of special needs children.	Regular	06/30/00
4125-98/99 *** postpone to 5/3/99**	Human Services	$750,000	To provide childcare and access to health related services to CalWORKs families with mildly ill children through hotline, partnerships with other licensed providers in target neighborhoods, and information to providers who are referring families.	Regular	06/30/00
4126-98/99	Mayor's Criminal Justice Council	$500,000	To provide the Mayor's Criminal Justice Council, Police, Sheriff, District Attorney, Public Defender, Adult & Juvenile Probation with a pool of "as needed" evaluators to provide evaluation services on various State and Federal grants.	Regular	06/30/01
4127-98/99	Mayor's Criminal Justice Council	$500,000	To provide the Mayor's Criminal Justice Council and other City departments with a pool of "as needed" grant writers that will be utilized to prepare written responses to Request for Proposals issued by State & Federal agencies.	Regular	06/30/01
4128-98/99	Public Transportation	$100,000	To identify, interview and recommend qualified candidates for executive positions with the Public Transportation Department.	Regular	01/26/00
4129-98/99	Mayor's Office of Community Development	$155,000	Will serve as lead agent in the California State Legislature on determining legislative and budget priorities for the City & County of San Francisco. Is expected to find sponsors for bills, budget requests and lobby legislators.	Regular	12/31/99

Speakers: Pro: Denise Cannonier-Craig, Airport Commission (Spoke to PSC # 4121-98/99)
Oli Sandler, Dept. of Telecommunications and Information Services (Spoke to PSC #s 4122-98/99 and 4123-98/99)
Con: David Novogrodsky, IFPTE Local 21 (Spoke to PSC #s 4121-98/99 through 4123-98/99)
Linda Joseph, SEIU Local 535 (Spoke to PSC #s 4124-98/99 and 4125-98/99)

0302-99-8 Cont'd.

Action:

1) PSC #s 4121-98/99, 4124-98/99 and 4125-98/99 postpone to the meeting of May 3, 1999 and requests the presence of departmental representatives;
2) Adopt Human Resources Director's report on remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0303-99-8 Review of request for approval of proposed personal services contract. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1002-99/00	Human Resources	$3,045,000	To provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, and case estimate evaluation.	Annual	06/30/00

April 5, 1999: Postpone to the meeting of April 19, 1999 at the request of Local 790.

Speakers:

Pro: Fred Howell, Workers' Compensation
Con: Frank Martin del Campo, SEIU Local 790
David Novogrodsky, IFPTE Local 21

Action: Adopt report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0304-99-1 Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (Item No. 13)

Action: Report received; file.

0305-99-1 Progress report on class consolidation project. (Item No. 14)

Action: Report received; file

0306-99-1 Report of provisional appointments. (File No. 15)

Action: Report received; file.

0307-99-1 Report on analysis of productivity of examination units. (Item No. 16)

Speakers: Jackie Pun, Sheriff Department

Action: Report received; file.

0308-99-1 Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-imposed "CAP." (Item No. 8)

Speakers: Pro: Linda Marini, Department of Human Resources

Action: Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12. (Vote of 4 to 0)

REQUESTS TO SPEAK (Item No. 17)

1. Harry Baker, SEIU Local 790 reported on Local 790 negotiating team's proposal on "Rule of the List" for provisional employees in exchange for transfer and promotive appointments by seniority.
2. Dorothy Jaymes, SEIU Local 790 spoke in support of Local 790's proposal.
3. Saralyn Archie, (As Needed) SFGH spoke in support of Local 790's proposal.
4. Linda Joseph, Local 535 spoke that she and the two appellants of Class 2944 Protective Services Supervisor did not receive notice of their hearing.
    a) The Commission instructed Ms. Joseph to submit a request for reconsideration in writing to the Executive Officer in 10 business days.
    b) The item must be calendared for hearing before the Commission can take any action.
    c) The Department of Human Services is to proceed on Class 2944 based on the Civil Service Commission's decision on the matter.
5. Elva Cross-Garrett, Local 535 spoke that she did not receive notice of her hearing.
6. Craig McCracken, Local 535 spoke on the requirement and standard for mutual agreement to expand the certification rule.
7. Georgina Gogna
8. Frank Martin del Campo and Patricia Mc Gee on her request to remove records from Ms. Mc Gee's personnel file. The Commission instructed Mr. Martin del Campo to submit a request if he wishes to appeal the decision of the Executive Officer.

ADJOURNMENT (Item No. 18)

4:20 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
5/3/99

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

SABELLA SAFONT
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

AGENDA

DOCUMENTS DEPT.
APR 29 1999
SAN FRANCISCO
PUBLIC LIBRARY

**Regular Meeting
of
May 3, 1999**

**Room 408, City Hall
1 Dr. Carlton B. Goodlett Place**

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 3, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of April 19, 1999

Regular Meeting of April 19, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) RECOGNITION

Civil Service Commission resolution recognizing and honoring the many contributions of City & County of San Francisco employees as we celebrate Public Service Recognition Week, May 3-9, 1999.

Recommendation: Adopt resolution for posting and full distribution.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0355-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4130-98/99	Airport Commission	$1,200,000	To provide baggage handling services for passengers arriving by ground transportation vehicles at the terminal center islands and curbside.	Regular	05/31/04
4131-98/99	Art Commission	$375,000	To develop final designs and construction documents; procure materials; and oversee the fabrication and installation of a 150-foot-high carved wood sculpture in the pre-function lobby of Moscone West. a Moscone Center Expansion Project.	Regular	06/30/03
4132-98/99	Police	$300.000	To provide outpatient mental health services to Police Department members and their families. These services will entail eight visits per family member per fiscal year and will be available throughout the United States.	Regular	06/30/00
4133-98/99	Juvenile Probation	$174,000	To provide expert consultant and technical programming services for the Juvenile Justice computer system replacement and enhancement.	Regular	06/30/00
4134-98/99	Public Health	$635.500	To provide evaluation and media services to implement a tobacco prevention program targeting youth as stipulated by terms of the Mangini tobacco lawsuit settlement.	Regular	06/30/01
4135-98/99	Public Utilities Commission (Hetch Hetchy & Bureaus)	$3,000,000	To provide as-needed environmental consulting services to assure the PUC facilities and activities are in compliance with all applicable laws and regulations. Services include concerns with environmental compliance. and discharges to land, water or air.	Regular	03/01/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4136-98/99	Juvenile Probation	$96,418	To provide safe comprehensive afterschool programs and family support services for youth and families at Cabrillo Elementary School.	Regular	03/31/00
4137-98/99	Juvenile Probation	$113,563	To develop a juvenile offender victim reconciliation program. Youth will be accountable for their actions to victims and youth will be diverted from the juvenile justice system.	Regular	03/31/00
4138-98/99	Juvenile Probation	$125,000	To provide legal advocacy, community education and outreach services to low-income youth and families.	Regular	03/31/00
4139-98/99	Juvenile Probation	$116,384	To provide Family Support and Advocacy to 40 at risk and high risk children ages 6 to 17 and their relative caregivers.	Regular	03/31/00
4140-98/99	Juvenile Probation	$154,623	To prepare eighth graders who are not in main stream schools to transition back into regular school. This continuation school will provide in-school support and focus on afterschool activities.	Regular	03/31/00
4141-98/99	Public Works	$1,750,000	To provide as-needed design and oversight services on City projects involving the abatement of asbestos, lead and other hazardous materials abatement services for property owned, operated and/or maintained by the City & County of San Francisco.	Regular	06/30/01
4142-98/99	Public Works	$4,000,000	To provide as-needed labor, materials and equipment required to perform asbestos, lead and other hazardous materials abatement services for property owned, operated and/or maintained by the City & County of San Francisco.	Regular	06/30/01
4143-98/99	Public Works	$200,000	To provide as-needed structural engineering services from the schematic design phase through construction documents and construction administration phases.	Regular	04/30/01
4144-98/99	Public Works	$750,000	To provide accredited specialized labor, materials and equipment suitable to perform as-needed laboratory analyses for environmental assessment purposes, analyses of soil and groundwater to identify potentially contaminated or hazardous materials.	Regular	06/30/01
4145-98/99	Public Works	$154,650	To provide design services to complete the conceptual design of the MUNI F-Loop ramp platforms and conceptual and final designs for the Mid, North and South Embarcadero shelters.	Regular	02/01/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4146-98/99	Public Works	$1,600,000	To provide as-needed environmental project planning consultation services prior to California Environmental Quality Act (CEQA) and commencement of construction projects.	Regular	06/30/01
4147-98/99	Airport Commission	$500,000	To develop a long-range strategic land assessment plan for efficient and effective use of scarce land resources to support business activity at Sam Francisco International Airport.	Regular	04/30/04
4148-98/99	Airport Commission	$104,880	To provide materials testing and special inspection services. In addition, provide quality control and quality assurance for the construction of the West Cargo Building #648 ("Airborne Building"), and Airport Master Plan project.	Regular	10/01/00
4149-98/99	Airport Commission	$5,877,992	To provide containers for solid waste and source-separated recyclables, removal of all solid waste, and removal of bins for up to five source-separated recyclables from the San Francisco International Airport.	Regular	05/16/04
4150-98/99	Airport Commission	$125,000	To provide Architecture and Engineering design services through construction administration for the Aviation Archive Museum space, which when complete will embrace the ambiance of the original 1937 passenger terminal.	Regular	10/18/00
4151-98/99	Airport Commission	$280.000	To provide studies and reports on wetlands and threatened endangered species. In addition, prepare required reports and studies for regulatory agencies such as US Environmental Protection Agency, and US Corps of Engineers.	Regular	10/31/00
4152-98/99	Juvenile Probation	$110,000	To provide gender specific services for young women from public housing and their families through counseling and other intervention strategies.	Regular	03/31/00
4153-98/99	Juvenile Probation	$70,000	To provide prevention and support services to at-risk your women, girls and their families. Services include advocacy, mentorship, guidance and a teen based computer curriculum	Regular	03/31/00
4154-98/99	Juvenile Probation	$115,000	To provide intensive supervision for youth on probation, and provide an entrepreneurship program for youth in theatre arts and jewelry making. In addition, provide family support and case management services.	Regular	03/31/00
4155-98/99	Juvenile Probation	$110,200	To coordinate a gang prevention and gang tattoo removal program for 60 youths. Through volunteer community services and case management, ex-gang members can obtain laser treatments to remove tattoos.	Regular	03/31/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4156-98/99	Juvenile Probation	$112,000	To establish a city-wide youth entrepreneural program with juvenile justice youth. This program will include comprehensive employment and business training and curriculum for at-risk youths.	Regular	03/31/00
4157-98/99	Juvenile Probation	$120,000	To provide occupational therapy services to 55 youth at Ida B. Wells Continuation High School and their families. Youth will be trained in life skills, social skills and career opportunities.	Regular	03/31/00
4051-97/98	Public Works	Increase Amount $350,000 New Amount $500,000	To restore and upgrade the Civic Center Historic District. Services include assisting the City in the development of a conceptual plan; and preparing studies in economic feasibility and engineering systems.	Regular	12/31/00
4065-98/99	Airport Commission	Increase Amount $300,000 New Amount $500,000	To conduct nationwide search of senior executive/managers for positions associated with Airport expansion. The Executive search will be performed through computer networking, aviation business journals and through contacts with Airport executives.	Regular	11/10/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contract. (File No. 0356-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4121-98/99	Airport Commission	$200,000	To provide graphic design and project management services to Airport's Annual Report and selected brochures in General Airport Information Brochure, ADA Services Guide, Education Tour Brochure, Master Plan Information Brochure, and other brochures.	Regular	04/20/00

April 19, 1999: Postpone to the meeting of May 3, 1999 at the request of Local 21.

Recommendation: Adopt report. Notify the offices of the Controller and the Purchaser.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4124-98/99	Human Services	$395,000	To coordinate childcare and access to health related services to CalWORKs special needs children, train licensed childcare providers, conduct site visits and maintain information and referral system for parents of special needs children.	Regular	06/30/00
4125-98/99	Human Services	$750,000	To provide childcare and access to health related services to CalWORKs families with mildly ill children through hotline, partnerships with other licensed providers in target neighborhoods, and information to providers who are referring families.	Regular	06/30/00

April 19, 1999: Postpone to the meeting of May 3, 1999 at the request of Local 535.

Recommendation: Adopt report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

(7) Appeal by Jason Campillo of background rejection for Class H-2 Firefighter, San Francisco Fire Department. (File No. 0061-98-4)

April 19, 1999: Postpone to the meeting of May 3, 1999 at the request of Ms. Patricia Campillo.

Recommendation: Adopt report. Deny the appeal of Mr. Jason Campillo. Sustain the decision of the Human Resources Director to disqualify Mr. Campillo on the basis of residency.

(8) Appeal of the Human Resources Director's decision to deny Assault Pay by Gilbert Vidal, Class 9163, Transit Operator. (File No. 0112-99-3)

April 5, 1999: Postpone this matter to the meeting of May 3, 1999 at the request of Local 250-A.

Recommendation: Adopt report. Deny the appeal of Mr. Gilbert Vidal.

(9) Appeal by Michael Walsh of background rejection for Class H-2 Firefighter, San Francisco Fire Department. (File No. 0762-98-4)

Recommendation: Adopt report. Deny the appeal of Mr. Michael Walsh. Sustain the decision of the Human Resources Director to disqualify Mr. Walsh on the basis of residency.

(10) Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 1999-2000 in accordance with Charter Section A8.409.1. (File No. 0357-99-3)

Recommendation: Open for discussion; forward Commission action to the Mayor's Office for inclusion in the FY 1999-2000 budget for transmittal to the Board of Supervisors on June 1, 1999.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) Determination of future employability: termination of permanent appointment of Jimmy Scallion, Stationary Engineer (Class 7334) Public Transportation Department. (File No. 0129-99-7)

April 5, 1999: Postpone to the meeting of April 19, 1999 at the request of Mr. John DiNapoli, Attorney.

April 19, 1999: Postpone to the meeting of May 3, 1999 at the request of Mr. John DiNapoli, Attorney.

Recommendation of the Public Transportation Department:

Dismiss from City and County service. No future employment with the City & County of San Francisco.

(12) REQUESTS TO SPEAK

(13) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/99

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

MINUTES

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

Regular Meeting
May 3, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:35 p.m.

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

DOCUMENTS DEPT.

MAY 07 1999

SAN FRANCISCO
PUBLIC LIBRARY

MINUTES

Special Meeting of April 19, 1999

Action: Approve. (Vote of 4 to 0)

Regular Meeting of April 19, 1999

Action: Approve. (Vote of 4 to 0)

RECOGNITION

Civil Service Commission resolution recognizing and honoring the many contributions of City & County of San Francisco employees as we celebrate Public Service Recognition Week, May 3-9, 1999.

Action: Adopt resolution for posting and full distribution. (Vote of 4 to 0)

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260

0061-98-4 Appeal by Jason Campillo of background rejection for Class H-2 Firefighter, San Francisco Fire Department. (Item No. 7)

April 19, 1999: Postpone to the meeting of May 3, 1999 at the request of Ms. Patricia Campillo.

Action: Adopt report. Deny the appeal of Mr. Jason Campillo. Sustain the decision of the Human Resources Director to disqualify Mr. Campillo on the basis of residency. (Mr. Campillo failed to appear) (Vote of 4 to 0)

0762-98-4 Appeal by Michael Walsh of background rejection for Class H-2 Firefighter, San Francisco Fire Department. (Item No. 9)

Speakers: Pro: Capt. Kevin Burke, San Francisco Fire Department
Con: Michael Walsh

Action: Adopt report. Deny the appeal of Mr. Michael Walsh. Sustain the decision of the Human Resources Director to disqualify Mr. Walsh on the basis of residency. (Vote of 3 to 1; Comm. Kosturos dissents)

0112-99-3 Appeal of the Human Resources Director's decision to deny Assault Pay by Gilbert Vidal, Class 9163, Transit Operator. (Item No. 8)

April 5, 1999: Postpone this matter to the meeting of May 3, 1999 at the request of Local 250-A.

Speakers: None.

Action: Postpone to the meeting of May 17, 1999 at the request of TWU. (Vote of 4 to 0)

0129-99-7 Determination of future employability: termination of permanent appointment of Jimmy Scallion, Stationary Engineer (Class 7334) Public Transportation Department. (Item No. 11)

April 5, 1999: Postpone to the meeting of April 19, 1999 at the request of Mr. John DiNapoli, Attorney.

April 19, 1999: Postpone to the meeting of May 3, 1999 at the request of Mr. John DiNapoli, Attorney.

0129-99-7 (cont'd.)

Speakers: Pro: Martha Johnson, Public Transportation Department
Con: John DiNapoli, Attorney
Jimmy Scallion

Action: Off Calendar. The Public Transportation Department to provide additional information.
(Vote of 4 to 0)

0355-99-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4130-98/99	Airport Commission	$1,200,000	To provide baggage handling services for passengers arriving by ground transportation vehicles at the terminal center islands and curbside.	Regular	05/31/04
4131-98/99	Art Commission	$375,000	To develop final designs and construction documents; procure materials; and oversee the fabrication and installation of a 150-foot-high carved wood sculpture in the pre-function lobby of Moscone West, a Moscone Center Expansion Project.	Regular	06/30/03
4132-98/99	Police	$300,000	To provide outpatient mental health services to Police Department members and their families. These services will entail eight visits per family member per fiscal year and will be available throughout the United States.	Regular	06/30/00
4133-98/99	Juvenile Probation	$174,000	To provide expert consultant and technical programming services for the Juvenile Justice computer system replacement and enhancement.	Regular	06/30/00
4134-98/99	Public Health	$635,500	To provide evaluation and media services to implement a tobacco prevention program targeting youth as stipulated by terms of the Mangini tobacco lawsuit settlement.	Regular	06/30/01
4135-98/99	Public Utilities Commission (Hetch Hetchy & Bureaus)	$3,000,000	To provide as-needed environmental consulting services to assure the PUC facilities and activities are in compliance with all applicable laws and regulations. Services include concerns with environmental compliance, and discharges to land, water or air.	Regular	03/01/01
4136-98/99	Juvenile Probation	$96,418	To provide safe comprehensive afterschool programs and family support services for youth and families at Cabrillo Elementary School.	Regular	03/31/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4137-98/99	Juvenile Probation	$113,563	To develop a juvenile offender victim reconciliation program. Youth will be accountable for their actions to victims and youth will be diverted from the juvenile justice system.	Regular	03/31/00
4138-98/99	Juvenile Probation	$125,000	To provide legal advocacy, community education and outreach services to low-income youth and families.	Regular	03/31/00
4139-98/99	Juvenile Probation	$116,384	To provide Family Support and Advocacy to 40 at risk and high risk children ages 6 to 17 and their relative caregivers.	Regular	03/31/00
4140-98/99	Juvenile Probation	$154,623	To prepare eighth graders who are not in main stream schools to transition back into regular school. This continuation school will provide in-school support and focus on afterschool activities.	Regular	03/31/00
4141-98/99	Public Works	$1,750,000	To provide as-needed design and oversight services on City projects involving the abatement of asbestos, lead and other hazardous materials abatement services for property owned, operated and/or maintained by the City & County of San Francisco.	Regular	06/30/01
4142-98/99	Public Works	$4,000,000	To provide as-needed labor, materials and equipment required to perform asbestos, lead and other hazardous materials abatement services for property owned, operated and/or maintained by the City & County of San Francisco.	Regular	06/30/01
4143-98/99	Public Works	$200,000	To provide as-needed structural engineering services from the schematic design phase through construction documents and construction administration phases.	Regular	04/30/01
4144-98/99	Public Works	$750,000	To provide accredited specialized labor, materials and equipment suitable to perform as-needed laboratory analyses for environmental assessment purposes, analyses of soil and groundwater to identify potentially contaminated or hazardous materials.	Regular	06/30/01
4145-98/99	Public Works	$154,650	To provide design services to complete the conceptual design of the MUNI F-Loop ramp platforms and conceptual and final designs for the Mid, North and South Embarcadero shelters.	Regular	02/01/00
4146-98/99	Public Works	$1,600,000	To provide as-needed environmental project planning consultation services prior to California Environmental Quality Act (CEQA) and commencement of construction projects.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4147-98/99	Airport Commission	$500,000	To develop a long-range strategic land assessment plan for efficient and effective use of scarce land resources to support business activity at Sam Francisco International Airport.	Regular	04/30/04
4148-98/99	Airport Commission	$104,880	To provide materials testing and special inspection services. In addition, provide quality control and quality assurance for the construction of the West Cargo Building #648 ("Airborne Building"), and Airport Master Plan project.	Regular	10/01/00
4149-98/99	Airport Commission	$5,877,992	To provide containers for solid waste and source-separated recyclables, removal of all solid waste, and removal of bins for up to five source-separated recyclables from the San Francisco International Airport.	Regular	05/16/04
4150-98/99	Airport Commission	$125,000	To provide Architecture and Engineering design services through construction administration for the Aviation Archive Museum space, which when complete will embrace the ambiance of the original 1937 passenger terminal.	Regular	10/18/00
4151-98/99	Airport Commission	$280,000	To provide studies and reports on wetlands and threatened endangered species. In addition, prepare required reports and studies for regulatory agencies such as US Environmental Protection Agency, and US Corps of Engineers.	Regular	10/31/00
4152-98/99	Juvenile Probation	$110,000	To provide gender specific services for young women from public housing and their families through counseling and other intervention strategies.	Regular	03/31/00
4153-98/99	Juvenile Probation	$70,000	To provide prevention and support services to at-risk your women, girls and their families. Services include advocacy, mentorship, guidance and a teen based computer curriculum	Regular	03/31/00
4154-98/99	Juvenile Probation	$115,000	To provide intensive supervision for youth on probation, and provide an entrepreneurship program for youth in theatre arts and jewelry making. In addition, provide family support and case management services.	Regular	03/31/00
4155-98/99	Juvenile Probation	$110,200	To coordinate a gang prevention and gang tattoo removal program for 60 youths. Through volunteer community services and case management, ex-gang members can obtain laser treatments to remove tattoos.	Regular	03/31/00
4156-98/99	Juvenile Probation	$112,000	To establish a city-wide youth entrepreneural program with juvenile justice youth. This program will include comprehensive employment and business training and curriculum for at-risk youths.	Regular	03/31/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4157-98/99	Juvenile Probation	$120,000	To provide occupational therapy services to 55 youth at Ida B. Wells Continuation High School and their families. Youth will be trained in life skills, social skills and career opportunities.	Regular	03/31/00
4051-97/98	Public Works	Increase Amount $350,000 New Amount $500,000	To restore and upgrade the Civic Center Historic District. Services include assisting the City in the development of a conceptual plan; and preparing studies in economic feasibility and engineering systems.	Regular	12/31/00
4065-98/99	Airport Commission	Increase Amount $300,000 New Amount $500,000	To conduct nationwide search of senior executive/managers for positions associated with Airport expansion. The Executive search will be performed through computer networking, aviation business journals and through contacts with Airport executives.	Regular	11/10/00

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
The Civil Service Commission requested the Executive Officer to periodically review the Personal Services Contracts notification procedures and report back to the Civil Service Commission.

0356-99-8 Review of request for approval of proposed personal services contract. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4121-98/99	Airport Commission	$200,000	To provide graphic design and project management services to Airport's Annual Report and selected brochures in General Airport Information Brochure, ADA Services Guide, Education Tour Brochure, Master Plan Information Brochure, and other brochures.	Regular	04/20/00

April 19, 1999: Postpone to the meeting of May 3, 1999 at the request of Local 21.

Speakers: None.

Action: Adopt report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4124-98/99	Human Services	$395,000	To coordinate childcare and access to health related services to CalWORKs special needs children, train licensed childcare providers, conduct site visits and maintain information and referral system for parents of special needs children.	Regular	06/30/00
4125-98/99	Human Services	$750,000	To provide childcare and access to health related services to CalWORKs families with mildly ill children through hotline, partnerships with other licensed providers in target neighborhoods, and information to providers who are referring families.	Regular	06/30/00

April 19, 1999: Postpone to the meeting of May 3, 1999 at the request of Local 535.

Speakers: None.

Action: Adopt report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0357-99-3 Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 1999-2000 in accordance with Charter Section A8.409.1. (Item No. 10)

Action: Except for members of the Board of Supervisors, effective July 1, 1999 salary for elected officials to be increased by 2.0% cost-of-living adjustment. In addition, extend to elected officials, except members of the Board of Supervisors, all benefits granted by the contract between the Municipal Executives Association and the City & County of San Francisco. Members of the Board of Supervisors continue to receive individual health and dental coverage. (Vote of 3 to 1; Commissioner Kosturos dissents)

REQUESTS TO SPEAK (Item No. 12)

None

ADJOURNMENT (Item No. 13)

3:55 p.m.

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CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

Regular Meeting
of
May 17, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

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Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda.*

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 17, 1999
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **MINUTES**

Special Meeting of May 3, 1999

Regular Meeting of May 3, 1999

(3) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0388-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4158-98/99	Fire Department	$1,000,000	To provide complete billing and collection services for all paramedic and ambulance activities.	Regular	06/30/00
4159-98/99	City Administrator's Office	$240,000	To provide technical assistance to the SWMP to implement the City and County of San Francisco's Environmental Preferred Purchasing Program (EP3).	Regular	06/30/02
4160-98/99	Controller	$7,000,000	To perform audits and report on the financial statements for the General City and various departments. In addition, perform other compliance audits of grants, projects and funds of other City departments.	Regular	06/30/04
4161-98/99	Human Services	$159,903	To provide Automated Fingerprint Image Recording and Match system (AFIRM) to prevent fraudulent multiple applications for County Adult Assistance Program.	Regular	03/31/00
4162-98/99	Human Services	$480,000	To provide 24-hour emergency back-up childcare services to CalWORKs families with a 24-hour call in access system for families and through partnerships with other licensed providers in the identified target neighborhoods.	Regular	06/30/00
4163-98/99	Human Services	$57,000	To train DHS Success Center staff how to effectively deliver training to CalWORKs and PAES program clients to improve their job search skills and self-confidence in making the transition from welfare to work.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4165-98/99	Human Services	$160,000	To develop training programs in diversity and foster care eligibility. The contractor will develop training videos for both subjects and a computer based testing instrument to ensure mastery of content.	Regular	08/31/99
2000-97/98	Human Services	Increase Amount $258,300 New Amount $346,200	To provide training for DHS staff in diversity training, conflict resolution and management, mentoring; plus 426 hours consultation to plan, develop, implement, assess various aspects of DHS Long-Range Plan.	Continuing	06/30/02
4062-98/99	Airport Commission	Increase Amount $1,350,000 New Amount $1,794,645	To provide Program Management to Airport's Year 2000 Program. This will consist of the management of the overall Year 2000 Program scope, tasks, resources, program schedule and identified budget.	Regular	06/30/00
4082-98/99	Public Health	Increase Amount $350,000 New Amount $850,000	To provide fiscal management services for a variety of as-needed community planning, support and service projects.	Regular	12/31/01
4164-98/99	Public Utilities Commission (Water)	Increase Amount $60,000 New Amount $100,000	To provide a variety of public affairs services in support of finalizing the Watershed Management Plans for the Peninsula and Alameda Creek Watershed lands program and other projects of interest to the public.	Regular	09/30/01
562-91/92	Public Works	Increase Amount $121,775 New Amount $210,275	To provide mechanical and electrical engineering services including acoustical and special lighting design for San Francisco Fire Department Headquarters Facility at Pump Station No. 1.	Regular	03/12/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) Request from the Department of Public Works to amend the eligible list for Class 8280 Environmental Control Officer to include Mr. Roberto Arevalo. (File No. 0389-99-4)

Recommendation: Grant the request to amend the eligible list for Class 8280 Environmental Control Officer to include Mr. Roberto Arevalo.

(6) **Ratification of the settlement agreement between JoAnn Kay and the Recreation and Park Department. (File No. 0390-99-7)**

Recommendation:	Resignation certified unsatisfactory; Future employment subject to the review of the Human Resources Director after satisfactory completion of five (5) years work experience outside the City & County service. No future employment with the Recreation and Park Department.

(7) **Ratification of the settlement agreement between Mitchell Emerson and the Recreation and Park Department. (File No. 0391-99-7)**

Recommendation:	No future employment with the City & County of San Francisco.

REGULAR AGENDA

(8) **Appeal by Alvin Leon Gordon of background rejection for Class Q-2 Police Officer, San Francisco Police Department. (File No. 0076-99-4)**

Recommendation:	Adopt report. Deny appeal of Mr. Alvin Leon Gordon. Sustain the decision of the Chief of Police.

(9) **Appeal by Christine Deanna Kolda of background rejection for Class 8238 Public Safety Communications Dispatcher, San Francisco Police Department. (File No. 0100-99-4)**

Recommendation:	Adopt report. Deny appeal of Christine D. Kolda. Sustain the decision of the Chief of Police.

(10) **Appeal of the Human Resources Director's decision to deny Assault Pay by Gilbert Vidal, Class 9163, Transit Operator. (File No. 0112-99-3)**

April 5, 1999:	Postpone this matter to the meeting of May 3, 1999 at the request of Local 250-A.
May 3, 1999:	Postpone this matter to the meeting of May 17, 1999 at the request of TWU.
Recommendation:	Adopt report. Deny the appeal of Mr. Gilbert Vidal.

(11) Appeal of the Human Resources Director's decision to reject the applications for examination of Ms. Anna Mui and Mr. Garrett Low in Class 5252 Assistant Mechanical Engineer. (File No. 0387-99-4)

Recommendation: Adopt report. Uphold the decision of the Human Resources Director on the rejection of applications for examination of Ms. Anna Mui and Mr. Garrett Low in Class 5252 Assistant Mechanical Engineer.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) Determination of future employability: termination of permanent appointment of Rose Mary Burke, Nurse Practitioner (Class 2328) Department of Public Health. (File No. 0192-99-7)

Recommendation of the Department of Public Health:

No future employment with the City & County of San Francisco.

(13) Determination of future employability: termination of permanent appointment of Fatimo Aiyedogbon, Mental Health Rehabilitation Worker (Class 2303) Department of Public Health. (File No. 0292-99-7)

Recommendation of the Department of Public Health:

Cancel any current examination and eligibility status. No future employment with the City & County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(14) Report of Exempt Positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0392-99-1)

(15) Progress Report on Class Consolidation Project. (File No. 0393-99-1)

EXECUTIVE OFFICER'S REPORT

(16) Report of the Executive Officer on a request for reconsideration by Linda Joseph, SEIU Local 535 of the Civil Service Commission action March 15, 1999 on the certification rule for Protective Services Supervisor (Class 2944).
(File No. 0394-99-1)

(17) REQUESTS TO SPEAK

(18) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

MINUTES

Regular Meeting
May 17, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Excused

MINUTES

Special Meeting of May 3, 1999

Action: Approve. (Vote 4 to 0)

Regular Meeting of May 3, 1999

Action: Approve. (Vote 4 to 0)

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0076-99-4 Appeal by Alvin Leon Gordon of background rejection for Class Q-2 Police Officer, San Francisco Police Department. (Item No. 8)

Speakers: Pro: Captain Antonio Parra, SFPD
Con: Alvin Leon Gordon

Action: Adopt report. Deny appeal of Mr. Alvin Leon Gordon. Sustain the decision of the Chief of Police. (Vote 4 to 0)

0100-99-4 Appeal by Christine Deanna Kolda of background rejection for Class 8238 Public Safety Communications Dispatcher, San Francisco Police Department. (Item No. 9)

Speakers: Pro: Captain Antonio Parra, SFPD
Con: Christine Deanna Kolda failed to appear

Action: Adopt report. Deny appeal of Christine Deanna Kolda. Sustain the decision of the Chief of Police. (Vote 4 to 0)

0112-99-3 Appeal of the Human Resources Director's decision to deny Assault Pay by Gilbert Vidal, Class 9163, Transit Operator. (Item No. 10)

April 5, 1999: Postpone this matter to the meeting of May 3, 1999 at the request of Local 250-A.

May 3, 1999: Postpone this matter to the meeting of May 17, 1999 at the request of TWU.

Speakers: Pro: Brian Narlock, Department of Human Resources
Workers' Compensation Division
Con: Weston Hatch, Representative, TWU Local 250-A
Gilbert Vidal, 9163 Transit Operator

Action: Adopt report. Deny the appeal of Mr. Gilbert Vidal. (Vote 4 to 0)

0192-99-7 Determination of future employability: Rose Mary Burke, Nurse Practitioner (Class 2328) Department of Public Health. (Item No. 12)

Action: No future employment with the City & County of San Francisco. (Vote 4 to 0) (SEIU–Local 790 withdrew appeal)

0292-99-7 **Determination of future employability: Fatimo Aiyedogbon, Mental Health Rehabilitation Worker (Class 2303) Department of Public Health. (Item No. 13)**

Speakers: Pro: Kin Gee, Department of Public Health
Con: Fatimo Aiyedogbon

Action: Cancel any current examination and eligibility status. No future employment with the City & County of San Francisco. (Vote 4 to 0)

0387-99-4 **Appeal of the Human Resources Director's decision to reject the applications for examination of Ms. Anna Mui and Mr. Garrett Low in Class 5252 Assistant Mechanical Engineer. (Item No. 11)**

Speakers: Pro: Karen Taylor, Department of Human Resources
Con: Mark Costanzo, San Francisco International Airport

Action: Adopt report. Uphold the decision of the Human Resources Director on the rejection of applications for examination of Ms. Anna Mui and Mr. Garrett Low in Class 5252 Assistant Mechanical Engineer. (Vote 4 to 0)

0388-99-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4158-98/99	Fire Department	$1,000,000	To provide complete billing and collection services for all paramedic and ambulance activities.	Regular	06/30/00
4159-98/99	City Administrator's Office	$240,000	To provide technical assistance to the SWMP to implement the City and County of San Francisco's Environmental Preferred Purchasing Program (EP3).	Regular	06/30/02
4160-98/99	Controller	$7,000,000	To perform audits and report on the financial statements for the General City and various departments. In addition, perform other compliance audits of grants, projects and funds of other City departments.	Regular	06/30/04
4161-98/99	Human Services	$159,903	To provide Automated Fingerprint Image Recording and Match system (AFIRM) to prevent fraudulent multiple applications for County Adult Assistance Program.	Regular	03/31/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4162-98/99	Human Services	$480,000	To provide 24-hour emergency back-up childcare services to CalWORKs families with a 24-hour call in access system for families and through partnerships with other licensed providers in the identified target neighborhoods.	Regular	06/30/00
4163-98/99	Human Services	$57,000	To train DHS Success Center staff how to effectively deliver training to CalWORKs and PAES program clients to improve their job search skills and self-confidence in making the transition from welfare to work.	Regular	06/30/00
4165-98/99	Human Services	$160,000	To develop training programs in diversity and foster care eligibility. The contractor will develop training videos for both subjects and a computer based testing instrument to ensure mastery of content.	Regular	08/31/99
2000-97/98	Human Services	Increase Amount $258,300 New Amount $346,200	To provide training for DHS staff in diversity training, conflict resolution and management, mentoring; plus 426 hours consultation to plan, develop, implement, assess various aspects of DHS Long-Range Plan.	Continuing	06/30/02
4062-98/99	Airport Commission	Increase Amount $1,350,000 New Amount $1,794,645	To provide Program Management to Airport's Year 2000 Program. This will consist of the management of the overall Year 2000 Program scope, tasks, resources, program schedule and identified budget.	Regular	06/30/00
4082-98/99	Public Health	Increase Amount $350,000 New Amount $850,000	To provide fiscal management services for a variety of as-needed community planning, support and service projects.	Regular	12/31/01
4164-98/99	Public Utilities Commission (Water)	Increase Amount $60,000 New Amount $100,000	To provide a variety of public affairs services in support of finalizing the Watershed Management Plans for the Peninsula and Alameda Creek Watershed lands program and other projects of interest to the public.	Regular	09/30/01
562-91/92	Public Works	Increase Amount $121,775 New Amount $210,275	To provide mechanical and electrical engineering services including acoustical and special lighting design for San Francisco Fire Department Headquarters Facility at Pump Station No. 1.	Regular	03/12/01

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote 4 to 0)

0389-99-4 Request from the Department of Public Works to amend the eligible list for Class 8280 Environmental Control Officer to include Mr. Roberto Arevalo. (Item No. 5)

Action: Grant the request to amend the eligible list for Class 8280 Environmental Control Officer to include Mr. Roberto Arevalo. (Vote 4 to 0)

0390-99-7 Ratification of the settlement agreement between JoAnn Kay and the Recreation and Park Department. (Item No. 6)

Action: Resignation certified unsatisfactory; Future employment subject to the review of the Human Resources Director after satisfactory completion of five (5) years work experience outside the City & County service. No future employment with the Recreation and Park Department. (Vote 4 to 0)

0391-99-7 Ratification of the settlement agreement between Mitchell Emerson and the Recreation and Park Department. (Item No. 7)

Action: No future employment with the City & County of San Francisco. (Vote 4 to 0)

0392-99-1 Report of Exempt Positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 14)

Action: Report received; file.

0393-99-1 Progress Report on Class Consolidation Project. (Item No. 15)

Action: Report received; file.

0394-99-1 Report of the Executive Officer on a request for reconsideration by Linda Joseph, SEIU Local 535 of the Civil Service Commission action March 15, 1999 on the certification rule for Protective Services Supervisor (Class 2944). (Item No. 16)

Speakers: Elva Cross-Garrett, Local 535
Craig McCracken, Local 535
Linda Joseph, Local 535
April Madison-Ramsey, Deputy City Attorney

The Civil Service Commission determined its action on March 15, 1999 was final.

REQUESTS TO SPEAK **(Item No. 17)**

None

ADJOURNMENT **(Item No. 18)**

3:31 p.m.

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CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

AGENDA

Regular Meeting
of
June 7, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

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Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 7, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of May 17, 1999

Regular Meeting of May 17, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) ELECTION OF OFFICERS

Recommendation: Postpone to the meeting of June 21, 1999.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0438-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2024-98/99	Human Services	$8,500,000	To serve as the employer of record for the In-Home Supportive Services Program, establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 5,000 homecare workers.	Continuing	06/30/00
4166-98/99	Juvenile Probation	$100,000	To evaluate and measure the outcomes of at-risk youth and their families in the Repeat Offender Prevention Program as they participate in academic, life skills, and social learning interventions.	Regular	04/30/00
4167-98/99	Juvenile Probation	$100,000	To provide vocational and job preparedness training for at-risk youth in the community and on probation.	Regular	04/30/99
4168-98/99	Juvenile Probation	$200,000	To provide an alternative to keep the Detention Facility from reaching capacity through community-based support for unincarcerated, e.g., 24 – hour services, monitoring, as-needed, housing, health, and education w/in the existing infrastructure of services.	Regular	03/31/00
4169-98/99	Airport Commission	$250,000	To refine the methods and practices for the review and analysis of on-going aircraft noise abatement procedures to attain maximum benefits. In addition, recommend additional enhancements to aircraft noise abatement arrival and departure procedures.	Regular	04/05/00
4170-98/99	Airport Commission	$1,588,001	To study and design an industrial wastewater treatment plan to accommodate the increased demand resulting from Master Plan work, and maintain the Airport's compliance with the environmental laws.	Regular	05/30/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4171-98/99	Airport Commission	$1,165,000	To upgrade and expand the Domestic Waste Treatment Plan at the Airport to accommodate future wastewater treatment demands imposed by the Master Plan Expansion Program.	Regular	05/30/04
4172-98/99	Airport Commission	$451,000	To upgrade the Multi-Use System Equipment (MUSE) for Year 2000 compliance. Contractor who installed MUSE will ensure the system's integrity by replacing hardware and spftware with off-the-shelf components and update proprietary software.	Regular	12/31/00
4173-98/99	Public Works	$4,000,000	To provide as-needed civil and environmental engineering consultation services to enable the City to rapidly and cost effectively resolve environmental issues encountered in construction projects involving the City's infrastructure.	Regular	06/30/01
4175-98/99	Fire Department	$115,000	To conduct a language analysis, and develop two versions of a Cantonese/English oral bilingual proficiency/interpreting examination.	Regular	06/15/00
4176-98/99	Public Transportation	$8,500,000	To provide systemwide specialized technical services such as geotechnical investigations, vibration mitigation and the design and construction support for two segments of Phase I of the Third Street Light Rail project.	Regular	10/31/03
4177-98/99	Human Services	$1,387,500	To recruit appropriate families; provide orientations, induction training. Homestudy, and post-adoption services to the families; and facilitate the matching of the adoptive families to San Francisco foster children.	Regular	06/30/02
4178-98/99	Human Services	$71,608	To provide economic forecasting; develop and evaluate industry-specific occupation database; and conduct focus groups between DHS staff, employers, and community-based organizations to plan for transition of clients from welfare to work.	Regular	06/30/00
4179-98/99	Human Services	$75,408	To develop an assessment survey of the Child Welfare Services/Case Management System; conduct the survey; analyze the results; and present results and recommendations for change to the Department.	Regular	08/31/99
4180-98/99	Human Services	$140,588	To provide home visits, education, supportive goods and services; and monitor license-exempt caregiver-provided childcare with the support of childcare resource and referral agencies.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4181-98/99	Human Services	$140,000	To provide CalWORKs client advocacy services consisting of receiving and resolving client complaints or concerns, conducting outreach, giving presentations at orientation meetings, and facilitating the grievance process.	Regular	06/30/00
4183-98/99	Telecommunication & Information Services	$150,000	To assist the city with an internal telecommunications needs assessment. The information gathered will be used to develop and engineering design document.	Regular	11/01/99
4031-98/99	Fire Department	Increase Amount $550,000 New Amount $750,000	To provide specialized test development and statistical validation skills for selecting entry level and promotional uniformed officers that will withstand litigation challenges and minimize adverse impact.	Regular	12/31/01
4184-98/99	Airport Commission	Increase Amount $40,000 New Amount $80,000	To provide professional consulting services to the Airport Director related FAA Air Traffic Control procedures to mitigate aircraft noise and coordinate the Airport's noise mitigation efforts with FAA facilities.	Regular	08/31/00
4185-98/99	Airport Commission	Increase Amount $150,000 New Amount $199,000	To provide airport security consulting services to update the Airport Security Program. Duties include assisting with security re-engineering, analyzing and recommending airport access control, and researching new technologies.	Regular	06/30/02

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) Request to extend Civil Service Commission Rule 13.2.3 – Expansion of Certification Rules. (File No. 0440-99-5)

Recommendation: Direct the Civil Service Commission Executive Officer to notify Employee Organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through December 31, 1999.

REGULAR AGENDA

(7) Approval of Exempt Appointments under Charter Section 10.104-1 through 10.204-12 which exceed the Charter-Imposed "CAP." (File No. 0439-99-1)

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(8) Appeal by Cristiana Rivas of Human Resources Director's finding insufficient evidence to sustain charge of discrimination. (File No. 0102-99-6)

Recommendation: Adopt report. Deny appeal of Cristiana Rivas. Sustain the decision of the Human Resources Director.

(9) Appeal by Peter Roybal of Human Resources Director's decision to defer his employment discrimination complaint to the California Department of Fair Employment and Housing. (File No. 0187-99-6)

Recommendation: Adopt report. Deny the appeal of Mr. Peter Roybal. Uphold the decision of the Human Resources Director to defer Peter Roybal's complaint.

(10) Appeal by Jeffrey Spano of the Examination Announcement for Class 7347 Plumber. (File No. 0212-99-4)

Recommendation: Adopt report. Deny the appeal of Jeffrey Spano and confirm the administration of the Class 7347 Plumber exam an entrance examination with a written component as the selection procedure.

(10) Appeal by Frank Martin del Campo, SEIU-Local 790 on behalf of Patricia McGee of the decision of the Executive Officer on removal of Civil Service Commission records on future employment with the City & County of San Francisco. (File No. 0445-99-1)

Recommendation: Adopt report. Deny appeal.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) **Determination of future employability: termination of entrance probationary appointment of Purita P. Dulay, Food Service Worker (Class 2604) Department of Public Health. (File No. 0374-99-7)**

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City & County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(13) **City & County of San Francisco Equal Employment Opportunity Plan (Citywide Plan) (File No. 0441-99-1)**

(14) **Resolution approving the renewal of provisional appointments. (File No. 0443-99-1)**

(15) **Report of Provisional Appointments. (File No. 0444-99-1)**

(16) **Report of Exempt Positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0442-99-1)**

EXECUTIVE OFFICER'S REPORT

(17) **1999 Customer Service Plan in Compliance with Charter Section 16.120. (File No. 0451-99-1)**

(18) REQUESTS TO SPEAK

(19) ADJOURNMENT

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COMMISSIONER

BELLA SAFONT
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

MINUTES

Regular Meeting
of
June 7, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER AND ROLL CALL

This meeting was canceled due to a lack of a quorum; all items of business postponed to a future meeting.

MINUTES

Special Meeting of May 17, 1999

Regular Meeting of May 17, 1999

Action: Postpone to the meeting of June 21, 1999.

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Action: Postpone to the meeting of June 21, 1999.

0102-99-6 **Appeal by Cristiana Rivas of Human Resources Director's finding insufficient evidence to sustain charge of discrimination. (Item No. 8)**

Action: Postpone to the meeting of June 21, 1999.

0187-99-6 **Appeal by Peter Roybal of Human Resources Director's decision to defer his employment discrimination complaint to the California Department of Fair Employment and Housing. (Item No. 9)**

Action: Postpone to the meeting of June 21, 1999.

0212-99-4 **Appeal by Jeffrey Spano of the Examination Announcement for Class 7347 Plumber. (Item No. 10)**

Action: Off calendar; appeal withdrawn by Mr. Spano.

0374-99-7 **Determination of future employability: termination of entrance probationary appointment of Purita P. Dulay, Food Service Worker (Class 2604) Department of Public Health. (Item No. 12)**

Action: Postpone to the meeting of June 21, 1999.

0438-99-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2024-98/99	Human Services	$8,500,000	To serve as the employer of record for the In-Home Supportive Services Program, establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 5,000 homecare workers.	Continuing	06/30/00
4166-98/99	Juvenile Probation	$100,000	To evaluate and measure the outcomes of at-risk youth and their families in the Repeat Offender Prevention Program as they participate in academic, life skills, and social learning interventions.	Regular	04/30/00
4167-98/99	Juvenile Probation	$100,000	To provide vocational and job preparedness training for at-risk youth in the community and on probation.	Regular	04/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4168-98/99	Juvenile Probation	$200,000	To provide an alternative to keep the Detention Facility from reaching capacity through community-based support for unincarcerated, e.g., 24 – hour services, monitoring, as-needed, housing, health, and education w/in the existing infrastructure of services.	Regular	03/31/00
4169-98/99	Airport Commission	$250,000	To refine the methods and practices for the review and analysis of on-going aircraft noise abatement procedures to attain maximum benefits. In addition, recommend additional enhancements to aircraft noise abatement arrival and departure procedures.	Regular	04/05/00
4170-98/99	Airport Commission	$1,588,001	To study and design an industrial wastewater treatment plan to accommodate the increased demand resulting from Master Plan work, and maintain the Airport's compliance with the environmental laws.	Regular	05/30/04
4171-98/99	Airport Commission	$1,165,000	To upgrade and expand the Domestic Waste Treatment Plan at the Airport to accommodate future wastewater treatment demands imposed by the Master Plan Expansion Program.	Regular	05/30/04
4172-98/99	Airport Commission	$451,000	To upgrade the Multi-Use System Equipment (MUSE) for Year 2000 compliance. Contractor who installed MUSE will ensure the system's integrity by replacing hardware and software with off-the-shelf components and update proprietary software.	Regular	12/31/00
4173-98/99	Public Works	$4,000,000	To provide as-needed civil and environmental engineering consultation services to enable the City to rapidly and cost effectively resolve environmental issues encountered in construction projects involving the City's infrastructure.	Regular	06/30/01
4175-98/99	Fire Department	$115,000	To conduct a language analysis, and develop two versions of a Cantonese/English oral bilingual proficiency/interpreting examination.	Regular	06/15/00
4176-98/99	Public Transportation	$8,500,000	To provide systemwide specialized technical services such as geotechnical investigations, vibration mitigation and the design and construction support for two segments of Phase I of the Third Street Light Rail project.	Regular	10/31/03
4177-98/99	Human Services	$1,387,500	To recruit appropriate families; provide orientations, induction training. Homestudy, and post-adoption services to the families; and facilitate the matching of the adoptive families to San Francisco foster children.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4178-98/99	Human Services	$71,608	To provide economic forecasting; develop and evaluate industry-specific occupation database; and conduct focus groups between DHS staff, employers, and community-based organizations to plan for transition of clients from welfare to work.	Regular	06/30/00
4179-98/99	Human Services	$75,408	To develop an assessment survey of the Child Welfare Services/Case Management System; conduct the survey; analyze the results; and present results and recommendations for change to the Department.	Regular	08/31/99
4180-98/99	Human Services	$140,588	To provide home visits, education, supportive goods and services; and monitor license-exempt caregiver-provided childcare with the support of childcare resource and referral agencies.	Regular	06/30/00
4181-98/99	Human Services	$140,000	To provide CalWORKs client advocacy services consisting of receiving and resolving client complaints or concerns, conducting outreach, giving presentations at orientation meetings, and facilitating the grievance process.	Regular	06/30/00
4183-98/99	Telecommunication & Information Services	$150,000	To assist the city with an internal telecommunications needs assessment. The information gathered will be used to develop and engineering design document.	Regular	11/01/99
4031-98/99	Fire Department	Increase Amount $550,000 New Amount $750,000	To provide specialized test development and statistical validation skills for selecting entry level and promotional uniformed officers that will withstand litigation challenges and minimize adverse impact.	Regular	12/31/01
4184-98/99	Airport Commission	Increase Amount $40,000 New Amount $80,000	To provide professional consulting services to the Airport Director related FAA Air Traffic Control procedures to mitigate aircraft noise and coordinate the Airport's noise mitigation efforts with FAA facilities.	Regular	08/31/00
4185-98/99	Airport Commission	Increase Amount $150,000 New Amount $199,000	To provide airport security consulting services to update the Airport Security Program. Duties include assisting with security re-engineering, analyzing and recommending airport access control, and researching new technologies.	Regular	06/30/02

Action: Postpone to the meeting of June 21, 1999.

0439-99-1 Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (Item No. 7)

Action: Postpone to the meeting of June 21, 1999.

0440-99-5 **Request to extend Civil Service Commission Rule 13.2.3 – Expansion of Certification Rules. (Item No. 6)**

Action: Postpone to the meeting of June 21, 1999.

0445-99-1 **Appeal by Frank Martin del Campo, SEIU-Local 790 on behalf of Patricia McGee of the decision of the Executive Officer on removal of Civil Service Commission records on future employment with the City & County of San Francisco. (Item No. 11)**

Action: Postpone to the meeting of June 21, 1999.

HUMAN RESOURCES DIRECTOR'S REPORT

0441-99-1 **City & County of San Francisco Equal Employment Opportunity Plan (Citywide Plan) (Item No. 13)**

Action: Postpone to the meeting of June 21, 1999.

0442-99-1 **Report of Exempt Positions under Charter Categories 10.104-16 through 10.104-18. (File No. 16)**

Action: Postpone to the meeting of June 21, 1999.

0443-99-1 **Resolution approving the renewal of provisional appointments. (Item No. 14)**

Action: Postpone to the meeting of June 21, 1999.

0444-99-1 **Report of Provisional Appointments. (Item No. 15)**

Action: Postpone to the meeting of June 21, 1999.

EXECUTIVE OFFICER'S REPORT

0451-99-1 **1999 Customer Service Plan in Compliance with Charter Section 16.120. (Item No. 17)**

Action: Postpone to the meeting of June 21, 1999.

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CITY AND COUNTY OF SAN FRANCISCO

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ATE FAVETTI
TIVE OFFICER

AGENDA

Regular Meeting
of
June 21, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

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Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 21, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of May 17, 1999

Regular Meeting of May 17, 1999

Special Meeting of June 7, 1999

Regular Meeting of June 7, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) ELECTION OF OFFICERS

June 7, 1999: Postpone to the meeting of June 21, 1999.

COMMENDATIONS

(5) Commendation for Michael Killelea, Deputy City Attorney, Office of the City Attorney, upon his retirement after 37 years of service to the City & County of San Francisco. (File No. 0487-99-1)

Recommendation: Approve.

(6) Commendation for John W. Madden, Chief Assistant Controller, Office of the Controller, upon his retirement after 39 years of service to the City & County of San Francisco. (File No. 0488-99-1)

Recommendation: Approve.

(7) Commendation for Ed Rothman, Deputy City Attorney, Office of the City Attorney, upon his retirement after 32 years of service to the City & County of San Francisco. (File No. 0489-99-1)

Recommendation: Approve.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(8) Review of requests for approval of proposed personal services contracts. (File No. 0438-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2024-98/99	Human Services	$8,500,000	To serve as the employer of record for the In-Home Supportive Services Program, establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 5,000 homecare workers.	Continuing	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4166-98/99	Juvenile Probation	$100,000	To evaluate and measure the outcomes of at-risk youth and their families in the Repeat Offender Prevention Program as they participate in academic, life skills, and social learning interventions.	Regular	04/30/00
4167-98/99	Juvenile Probation	$100,000	To provide vocational and job preparedness training for at-risk youth in the community and on probation.	Regular	04/30/99
4168-98/99	Juvenile Probation	$200,000	To provide an alternative to keep the Detention Facility from reaching capacity through community-based support for unincarcerated, e.g., 24 – hour services, monitoring, as-needed, housing, health, and education w/in the existing infrastructure of services.	Regular	03/31/00
4169-98/99	Airport Commission	$250,000	To refine the methods and practices for the review and analysis of on-going aircraft noise abatement procedures to attain maximum benefits. In addition, recommend additional enhancements to aircraft noise abatement arrival and departure procedures.	Regular	04/05/02
4170-98/99	Airport Commission	$1,588,001	To study and design an industrial wastewater treatment plan to accommodate the increased demand resulting from Master Plan work, and maintain the Airport's compliance with the environmental laws.	Regular	05/30/04
4171-98/99	Airport Commission	$1,165,000	To upgrade and expand the Domestic Waste Treatment Plan at the Airport to accommodate future wastewater treatment demands imposed by the Master Plan Expansion Program.	Regular	05/30/04
4172-98/99	Airport Commission	$451,000	To upgrade the Multi-Use System Equipment (MUSE) for Year 2000 compliance. Contractor who installed MUSE will ensure the system's integrity by replacing hardware and software with off-the-shelf components and update proprietary software.	Regular	12/31/00
4173-98/99	Public Works	$4,000,000	To provide as-needed civil and environmental engineering consultation services to enable the City to rapidly and cost effectively resolve environmental issues encountered in construction projects involving the City's infrastructure.	Regular	06/30/01
4175-98/99	Fire Department	$115,000	To conduct a language analysis, and develop two versions of a Cantonese/English oral bilingual proficiency/interpreting examination.	Regular	06/15/00
4176-98/99	Public Transportation	$8,500,000	To provide systemwide specialized technical services such as geotechnical investigations, vibration mitigation and the design and construction support for two segments of Phase I of the Third Street Light Rail project.	Regular	10/31/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4177-98/99	Human Services	$1,387,500	To recruit appropriate families; provide orientations, induction training. Homestudy, and post-adoption services to the families; and facilitate the matching of the adoptive families to San Francisco foster children.	Regular	06/30/02
4178-98/99	Human Services	$71,608	To provide economic forecasting; develop and evaluate industry-specific occupation database; and conduct focus groups between DHS staff, employers, and community-based organizations to plan for transition of clients from welfare to work.	Regular	06/30/00
4179-98/99	Human Services	$75,408	To develop an assessment survey of the Child Welfare Services/Case Management System; conduct the survey; analyze the results; and present results and recommendations for change to the Department.	Regular	08/31/99
4180-98/99	Human Services	$140,588	To provide home visits, education, supportive goods and services; and monitor license-exempt caregiver-provided childcare with the support of childcare resource and referral agencies.	Regular	06/30/00
4181-98/99	Human Services	$140,000	To provide CalWORKs client advocacy services consisting of receiving and resolving client complaints or concerns, conducting outreach, giving presentations at orientation meetings, and facilitating the grievance process.	Regular	06/30/00
4183-98/99	Telecommunication & Information Services	$150,000	To assist the city with an internal telecommunications needs assessment. The information gathered will be used to develop and engineering design document.	Regular	11/01/99
4031-98/99	Fire Department	Increase Amount $550,000 New Amount $750,000	To provide specialized test development and statistical validation skills for selecting entry level and promotional uniformed officers that will withstand litigation challenges and minimize adverse impact.	Regular	12/31/01
4184-98/99	Airport Commission	Increase Amount $40,000 New Amount $80,000	To provide professional consulting services to the Airport Director related FAA Air Traffic Control procedures to mitigate aircraft noise and coordinate the Airport's noise mitigation efforts with FAA facilities.	Regular	08/31/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4185-98/99	Airport Commission	Increase Amount $150,000 New Amount $199,000	To provide airport security consulting services to update the Airport Security Program. Duties include assisting with security re-engineering, analyzing and recommending airport access control, and researching new technologies.	Regular	06/30/02

June 7, 1999: Postpone to the meeting of June 21, 1999.

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(9) Review of requests for approval of proposed personal services contracts. (File No. 0472-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4186-98/99	Human Services	$120,750	To provide emergency services to clients in the areas of emergency shelter, food, transportation and in home care. The Contractor will provide for these services based on emergency services reported on the 24 Hour Emergency Hot Line.	Regular	06/30/01
4187-98/99	City Administrator's Office	$60,000	To conduct 50 educational performances for grades K-12 in San Francisco Schools to increase awareness in recycling and waste prevention.	Regular	08/31/02
4188-98/99	Mayor's Office of Children, Youth & Family	$60,143	To produce and create a picture album/collection of stores to depict the impact of the Children's Fund on its community.	Regular	09/30/99
4189-98/99	Public Utilities Commission (Water)	$45,000,000	To implement and provide expertise in large capital program management systems. In addition, provide technical services for program workload peaks, develop SFPUC Program in Diversity and design SFPUC Staff Development Program.	Regular	01/22/04
4190-98/99	Airport Commission	$350,000	To develop and Action Plan for regional Airspace Analysis, evaluate additional runway configurations, offer assistance in preparation of technical memorandum, and conduct airfield capacity estimates.	Regular	06/30/00
4191-98/99	Airport Commission	$72,000	To analyze issues and lobby California State Legislature on matters that will affect San Francisco International Airport.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4192-98/99	Public Health	$500,000	To provide as-needed Clinical, Business and Operations (Health or Safety) Info Systems support for a proprietary software applications development, implementation and training. In addition, provide Local and Wide Area Network support.	Regular	06/30/01
4193-98/99	Human Resources	$500,000	To temporarily provide claims processing, membership enrollment and plan administration services to augment HSS employees performing these duties.	Regular	06/30/00
4194-98/99	Human Resources	$98,000	To provide technical services utilizing vendor owned telephone and computer systems to allow HSS members to enroll or change coverage during open enrollment period via telephone call to an interactive voice response system.	Regular	06/30/99
4195-98/99	Human Resources	$60,000	To provide technical services to enroll employees, process claims, maintain and administer a pretax Flexible Benefits Plan for MEA and unrepresented	Regular	09/30/00
4196-98/99	City Administrator's Office	$1,500,000	To assist the Public Outreach Coordinator with the design, development, and implementation of creative promotional, advertising, and outreach programs and strategies, using the existing graphic standards.	Regular	06/30/02
4002-98/99	Human Resources	Increase Amount $70,000 New Amount $134,000	To provide health benefit plan actuarial service as required by the Charter.	Regular	06/30/01
404-93/94	Port	Increase Amount $1,114,689 New Amount $1,707,944	To provide environmental and design services related to historic preservation of Downtown's Ferry Terminal; amend the master plan for future development and compatibility with recent industry developments; and other related projects.	Regular	12/31/02
4128-98/99	Public Transportation	Increase Amount $185,000 New Amount $285,000	To identify, interview and recommend qualified candidates for Senior Management positions for the Public Transportation Department.	Regular	01/26/00
4161-97/98	Police	Increase Amount $568,134 New Amount $1,137,497	To provide crime prevention services which include organizing neighborhood watch groups; conducting residential and commercial security surveys; and giving presentations on personal safety, robbery, workplace violence and other related topics.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4197-98/99	Airport Commission	Increase Amount $50,000 New Amount $98,000	To provide complete warehousing services for Airport Maintenance of carpets. Services include storage, cutting, and delivery of carpet on an on-going as-needed basis.	Regular	01/31/02
484-93/94	Airport Commission ***Withdrawn at the request of the Airport***	Increase Amount $3,414,391 New Amount $9,973,391	To continue providing architectural/engineering services for the design and constriction of the 3-story 12 gate International Terminal-Boarding Area G containing departure and arrival facilities, federal inspection areas, concessions, and tenant space.	Regular	12/31/00

Recommendation: 1) PSC # 484-93/94 withdrawn at the request of the Airport Commission.
2) Adopt Human Resources Director's report on remaining contracts. Notify the offices of the Controller and the Purchaser.

(10) Review of request for approval of proposed personal services contract. (File No. 0473-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4199-98/99	Art Commission	$900,000	To maintain a Symphony Orchestra in the manner which it has deemed appropriate for the last 47 years in accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at Davies Symphony Hall on July 1 through August 1, 1999 with a free concert at Sharon Meadow in Golden Gate Park on July 12.	Regular	08/02/99

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(11) Request to extend Civil Service Commission Rule 13.2.3 – Expansion of Certification Rules. (File No. 0440-99-5)

June 7, 1999: Postpone to the meeting of June 21, 1999.

Recommendation: Direct the Civil Service Commission Executive Officer to notify Employee Organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through December 31, 1999.

REGULAR AGENDA

(12) Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (File No. 0439-99-1)

June 7, 1999: Postpone to the meeting of June 21, 1999.

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(13) Appeal by Cristiana Rivas of Human Resources Director's finding insufficient evidence to sustain charge of discrimination. (File No. 0102-99-6)

June 7, 1999: Postpone to the meeting of June 21, 1999.

Recommendation: Adopt report. Deny appeal of Cristiana Rivas. Sustain the decision of the Human Resources Director.

(14) Appeal by Peter Roybal of Human Resources Director's decision to defer his employment discrimination complaint to the California Department of Fair Employment and Housing. (File No. 0187-99-6)

June 7, 1999: Postpone to the meeting of June 21, 1999.

Recommendation: Adopt report. Deny the appeal of Peter Roybal. Uphold the decision of the Human Resources Director to defer Peter Roybal's complaint.

(15) Appeal by Frank Martin del Campo, SEIU-Local 790 on behalf of Patricia McGee of the decision of the Executive Officer on removal of Civil Service Commission records on future employment with the City & County of San Francisco. (File No. 0445-99-1)

June 7, 1999: Postponed to the meeting of June 21, 1999.

Recommendation: Adopt report. Deny appeal; uphold the decision of the Executive Officer.

(16) **Appeal by James D. Vorrises of the decision of the Executive Officer on timeliness of his request for hearing before the Civil Service Commission on the filling of a vacancy for Community Health Network and his reinstatement to a position as Reimbursement Manager at the Department of Public Health. (File No. 0474-99-1)**

Recommendation: Adopt report. Deny appeal on Timeliness; Uphold the decision of the Executive Officer, Civil Service Commission. Deny request to reinstate to a Special Assistant XIV (Job Code 1373) position.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(17) **Determination of future employability: termination of entrance probationary appointment of Purita P. Dulay, Food Service Worker (Class 2604) Department of Public Health. (File No. 0374-99-7)**

June 7, 1999: Postpone to the meeting of June 21, 1999.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City & County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(18) **City & County of San Francisco Equal Employment Opportunity Plan (Citywide Plan) (File No. 0441-99-1)**

June 7, 1999: Postpone to the meeting of June 21, 1999.

(19) **Resolution approving the renewal of provisional appointments. (File No. 0443-99-1)**

June 7, 1999: Postpone to the meeting of June 21, 1999.

(20) **Report of Provisional Appointments. (File No. 0444-99-1)**

June 7, 1999: Postpone to the meeting of June 21, 1999.

(21) **Report of Exempt Positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0442-99-1)**

June 7, 1999: Postpone to the meeting of June 21, 1999.

(22) **Progress Report on Class Consolidation Project. (File No. 0475-99-1)**

EXECUTIVE OFFICER'S REPORT

(23) **1999 Customer Service Plan in Compliance with Charter Section 16.120. (File No. 0451-99-1)**

June 7, 1999: Postpone to the meeting of June 21, 1999.

(24) **Civil Service Commission role as to merit system issues in proposed Charter Amendment creating the Municipal Transportation Agency. (File No. 0482-99-1)**

(25) REQUESTS TO SPEAK

(26) ADJOURNMENT

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OMMISSIONER

ATE FAVETTI
TIVE OFFICER

MINUTES

Regular Meeting
June 21, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:12 p.m.

ROLL CALL

Commissioner Karen Clopton	Present (missed items 15 & 17 through 26)
Commissioner George Kosturos	Present (missed items 21 through 26)
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

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Special Meeting of May 17, 1999

Action: Approve. (Vote of 5 to 0)

Regular Meeting of May 17, 1999

Action: Approve. (Vote of 5 to 0)

Special Meeting of June 7, 1999

Action: Approve. (Vote of 5 to 0)

Regular Meeting of June 7, 1999

Action: Approve. (Vote of 5 to 0)

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ANNOUNCEMENTS

Due to the Legal Holiday occurring on Monday, July 5, 1999 (July 4 Holiday), the Regular Civil Service Commission meeting on this date is canceled. The Commission will hold Special Meetings in July, if necessary, to address any emergency matter.

ELECTION OF OFFICERS

June 7, 1999: Postpone to the meeting of June 21, 1999.

Action: Postpone to the meeting of July 19, 1999. (Vote of 5 to 0)

COMMENDATIONS

Commendation for Michael Killelea, Deputy City Attorney, Office of the City Attorney, upon his retirement after 37 years of service to the City & County of San Francisco. (Item No. 5)

Action: Approve. (Vote of 5 to 0)

Commendation for John W. Madden, Chief Assistant Controller, Office of the Controller, upon his retirement after 39 years of service to the City & County of San Francisco. (Item No. 6)

Action: Approve. (Vote of 5 to 0)

Commendation for Ed Rothman, Deputy City Attorney, Office of the City Attorney, upon his retirement after 32 years of service to the City & County of San Francisco. (Item No. 7)

Action: Approve. (Vote of 5 to 0)

0102-99-6 Appeal by Cristiana Rivas of Human Resources Director's finding insufficient evidence to sustain charge of discrimination. (Item No. 13)

June 7, 1999: Postpone to the meeting of June 21, 1999.

Speakers: Pro: Chester Davidson, EEO, Department of Human Resources
Con: David Yamakawa, Attorney for Cristiana Rivas
Cristiana Rivas

Action: Adopt report. Deny appeal of Cristiana Rivas. Sustain the decision of the Human Resources Director. (Vote of 4 to 0, Commissioner Kosturos abstains)

0187-99-6 Appeal by Peter Roybal of Human Resources Director's decision to defer his employment discrimination complaint to the California Department of Fair Employment and Housing. (Item No. 14)

June 7, 1999: Postpone to the meeting of June 21, 1999.

Speakers: Pro: Chester Davidson, EEO, Department of Human Resources
Con: Jim Redmond, Attorney for Peter Roybal
Peter Roybal

Action: Off calendar, pending clarification of information for Commission from the Human Resources Director. (Vote of 5 to 0)

0374-99-7 Determination of future employability: termination of entrance probationary appointment of Purita P. Dulay, Food Service Worker (Class 2604) Department of Public Health. (Item No. 17)

June 7, 1999: Postpone to the meeting of June 21, 1999.

Speakers: Pro: Robert Thomas, Department of Public Health
Con: Purita Dulay

Action: Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City & County of San Francisco. (Vote of 4 to 0)

0438-99-8 Review of requests for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2024-98/99	Human Services	$8,500,000	To serve as the employer of record for the In-Home Supportive Services Program, establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 5,000 homecare workers.	Continuing	06/30/00
4166-98/99	Juvenile Probation	$100,000	To evaluate and measure the outcomes of at-risk youth and their families in the Repeat Offender Prevention Program as they participate in academic, life skills, and social learning interventions.	Regular	04/30/00
4167-98/99	Juvenile Probation	$100,000	To provide vocational and job preparedness training for at-risk youth in the community and on probation.	Regular	04/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4168-98/99	Juvenile Probation	$200,000	To provide an alternative to keep the Detention Facility from reaching capacity through community-based support for unincarcerated, e.g., 24 – hour services, monitoring, as-needed, housing, health, and education w/in the existing infrastructure of services.	Regular	03/31/00
4169-98/99	Airport Commission	$250,000	To refine the methods and practices for the review and analysis of on-going aircraft noise abatement procedures to attain maximum benefits. In addition, recommend additional enhancements to aircraft noise abatement arrival and departure procedures.	Regular	04/05/02
4170-98/99	Airport Commission	$1,588,001	To study and design an industrial wastewater treatment plan to accommodate the increased demand resulting from Master Plan work, and maintain the Airport's compliance with the environmental laws.	Regular	05/30/04
4171-98/99	Airport Commission	$1,165,000	To upgrade and expand the Domestic Waste Treatment Plan at the Airport to accommodate future wastewater treatment demands imposed by the Master Plan Expansion Program.	Regular	05/30/04
4172-98/99	Airport Commission	$451,000	To upgrade the Multi-Use System Equipment (MUSE) for Year 2000 compliance. Contractor who installed MUSE will ensure the system's integrity by replacing hardware and software with off-the-shelf components and update proprietary software.	Regular	12/31/00
4173-98/99	Public Works	$4,000,000 ***Corrected Amount $3,850,000***	To provide as-needed civil and environmental engineering consultation services to enable the City to rapidly and cost effectively resolve environmental issues encountered in construction projects involving the City's infrastructure.	Regular	06/30/01
4175-98/99	Fire Department	$115,000	To conduct a language analysis, and develop two versions of a Cantonese/English oral bilingual proficiency/interpreting examination.	Regular	06/15/00
4176-98/99	Public Transportation	$8,500,000	To provide systemwide specialized technical services such as geotechnical investigations, vibration mitigation and the design and construction support for two segments of Phase I of the Third Street Light Rail project.	Regular	10/31/03
4177-98/99	Human Services	$1,387,500	To recruit appropriate families; provide orientations, induction training. Homestudy, and post-adoption services to the families; and facilitate the matching of the adoptive families to San Francisco foster children.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4178-98/99	Human Services	$71,608	To provide economic forecasting; develop and evaluate industry-specific occupation database; and conduct focus groups between DHS staff, employers, and community-based organizations to plan for transition of clients from welfare to work.	Regular	06/30/00
4179-98/99	Human Services	$75,408	To develop an assessment survey of the Child Welfare Services/Case Management System; conduct the survey; analyze the results; and present results and recommendations for change to the Department.	Regular	08/31/99
4180-98/99	Human Services	$140,588	To provide home visits, education, supportive goods and services; and monitor license-exempt caregiver-provided childcare with the support of childcare resource and referral agencies.	Regular	06/30/00
4181-98/99	Human Services	$140,000	To provide CalWORKs client advocacy services consisting of receiving and resolving client complaints or concerns, conducting outreach, giving presentations at orientation meetings, and facilitating the grievance process.	Regular	06/30/00
4183-98/99	Telecommunication & Information Services	$150,000	To assist the city with an internal telecommunications needs assessment. The information gathered will be used to develop and engineering design document.	Regular	11/01/99
4031-98/99	Fire Department	Increase Amount $550,000 New Amount $750,000	To provide specialized test development and statistical validation skills for selecting entry level and promotional uniformed officers that will withstand litigation challenges and minimize adverse impact.	Regular	12/31/01
4184-98/99	Airport Commission	Increase Amount $40,000 New Amount $80,000	To provide professional consulting services to the Airport Director related FAA Air Traffic Control procedures to mitigate aircraft noise and coordinate the Airport's noise mitigation efforts with FAA facilities.	Regular	08/31/00
4185-98/99	Airport Commission	Increase Amount $150,000 New Amount $199,000	To provide airport security consulting services to update the Airport Security Program. Duties include assisting with security re-engineering, analyzing and recommending airport access control, and researching new technologies.	Regular	06/30/02

June 7, 1999: Postpone to the meeting of June 21, 1999.

Speakers: None.

Action: 1) PSC # 4173-98/99, the Department of Public Works corrected the amount to $3,850,000. 2) Adopt Human

Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

439-99-1 **Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (Item No. 12)**

June 7, 1999: Postpone to the meeting of June 21, 1999.

Speakers: Linda Marini, Department of Human Resources

Action: Adopt the Human Resources Director's report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12. (Vote of 4 to 1, Commissioner Kosturos dissents)

0440-99-5 **Request to extend Civil Service Commission Rule 13.2.3 – Expansion of Certification Rules. (Item No. 11)**

June 7, 1999: Postpone to the meeting of June 21, 1999.

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to notify Employee Organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through December 31, 1999. (Vote of 5 to 0)

0441-99-1 **City & County of San Francisco Equal Employment Opportunity Plan (Citywide Plan). (Item No. 18)**

June 7, 1999: Postpone to the meeting of June 21, 1999.

Speakers: Dorothy Yee, EEO, Department of Human Resources

Action: Report received; file.

0442-99-1 **Report of Exempt Positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 21)**

June 7, 1999: Postpone to the meeting of June 21, 1999.

Action: Report received; file.

0443-99-1 Resolution approving the renewal of provisional appointments. (Item No. 19)

June 7, 1999: Postpone to the meeting of June 21, 1999.

Action: Report received; file. The Commission commends the Human Resources Director and Department of Human Resources' staff for their good work.

0444-99-1 Report of Provisional Appointments. (Item No. 20)

June 7, 1999: Postpone to the meeting of June 21, 1999.

Action: Report received; file.

0445-99-1 Appeal by Frank Martin del Campo, SEIU-Local 790 on behalf of Patricia McGee of the decision of the Executive Officer on removal of Civil Service Commission records on future employment with the City & County of San Francisco. (Item No. 15)

June 7, 1999: Postponed to the meeting of June 21, 1999.

Speakers: Pro: Kate Favetti, Civil Service Commission
Con: Frank Martin del Campo, Local 790
Patricia McGee
Bevan Dufty, Mayor's Office

Action: Adopt report. Deny appeal; uphold the decision of the Executive Officer. (Vote 4 to 0)

0451-99-1 1999 Customer Service Plan in Compliance with Charter Section 16.120. (Item No. 23)

June 7, 1999: Postpone to the meeting of June 21, 1999.

Action: Report received; file.

0472-99-8 Review of requests for approval of proposed personal services contracts. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4186-98/99	Human Services	$120,750	To provide emergency services to clients in the areas of emergency shelter, food, transportation and in home care. The Contractor will provide for these services based on emergency services reported on the 24 Hour Emergency Hot Line.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4187-98/99	City Administrator's Office	$60,000	To conduct 50 educational performances for grades K-12 in San Francisco Schools to increase awareness in recycling and waste prevention.	Regular	08/31/02
4188-98/99	Mayor's Office of Children, Youth & Family	$60,143	To produce and create a picture album/collection of stores to depict the impact of the Children's Fund on its community.	Regular	09/30/99
4189-98/99	Public Utilities Commission (Water)	$45,000,000	To implement and provide expertise in large capital program management systems. In addition, provide technical services for program workload peaks, develop SFPUC Program in Diversity and design SFPUC Staff Development Program.	Regular	01/22/04
4190-98/99	Airport Commission	$350,000	To develop and Action Plan for regional Airspace Analysis, evaluate additional runway configurations, offer assistance in preparation of technical memorandum, and conduct airfield capacity estimates.	Regular	06/30/00
4191-98/99	Airport Commission	$72,000	To analyze issues and lobby California State Legislature on matters that will affect San Francisco International Airport.	Regular	06/30/00
4192-98/99	Public Health	$500,000	To provide as-needed Clinical, Business and Operations (Health or Safety) Info Systems support for a proprietary software applications development, implementation and training. In addition, provide Local and Wide Area Network support.	Regular	06/30/01
4193-98/99	Human Resources	$500,000	To temporarily provide claims processing, membership enrollment and plan administration services to augment HSS employees performing these duties.	Regular	06/30/00
4194-98/99	Human Resources	$98,000	To provide technical services utilizing vendor owned telephone and computer systems to allow HSS members to enroll or change coverage during open enrollment period via telephone call to an interactive voice response system.	Regular	06/30/99
4195-98/99	Human Resources	$60,000	To provide technical services to enroll employees, process claims, maintain and administer a pretax Flexible Benefits Plan for MEA and unrepresented	Regular	09/30/00
4196-98/99	City Administrator's Office	$1,500,000	To assist the Public Outreach Coordinator with the design, development, and implementation of creative promotional, advertising, and outreach programs and strategies, using the existing graphic standards.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4002-98/99	Human Resources	Increase Amount $70,000 New Amount $134,000	To provide health benefit plan actuarial service as required by the Charter.	Regular	06/30/01
404-93/94	Port	Increase Amount $1,114,689 New Amount $1,707,944	To provide environmental and design services related to historic preservation of Downtown's Ferry Terminal; amend the master plan for future development and compatibility with recent industry developments; and other related projects.	Regular	12/31/02
4128-98/99	Public Transportation	Increase Amount $185,000 New Amount $285,000	To identify, interview and recommend qualified candidates for Senior Management positions for the Public Transportation Department.	Regular	01/26/00
4161-97/98	Police	Increase Amount $568,134 New Amount $1,137,497	To provide crime prevention services which include organizing neighborhood watch groups; conducting residential and commercial security surveys; and giving presentations on personal safety, robbery, workplace violence and other related topics.	Regular	06/30/00
4197-98/99	Airport Commission	Increase Amount $50,000 New Amount $98,000	To provide complete warehousing services for Airport Maintenance of carpets. Services include storage, cutting, and delivery of carpet on an on-going as-needed basis.	Regular	01/31/02
484-93/94	Airport Commission ***Withdrawn at the request of the Airport***	Increase Amount $3,414,391 New Amount $9,973,391	To continue providing architectural/engineering services for the design and constriction of the 3-story 12 gate International Terminal-Boarding Area G containing departure and arrival facilities, federal inspection areas, concessions, and tenant space.	Regular	12/31/00

Speakers:	Con: Leslie Abbott, Local 21 (spoke on PSC # 4189-98/99) Pro: Anson Moran, Public Utilities Commission
Action:	1) PSC # 484-93/94 withdrawn at the request of the Airport Commission. 2) Adopt Human Resources Director's report on remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0473-99-8 Review of request for approval of proposed personal services contract. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4199-98/99	Art Commission	$900,000	To maintain a Symphony Orchestra in the manner which it has deemed appropriate for the last 47 years in accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at Davies Symphony Hall on July 1 through August 1, 1999 with a free concert at Sharon Meadow in Golden Gate Park on July 12.	Regular	08/02/99

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0474-99-1 Appeal by James D. Vorrises of the decision of the Executive Officer on timeliness of his request for hearing before the Civil Service Commission on the filling of a vacancy for Community Health Network and his reinstatement to a position as Reimbursement Manager at the Department of Public Health. (Item No. 16)

Speakers: Pro: Kate Favetti, Executive Officer, CSC
April Madison-Ramsey, City Attorney
Con: Sonja Johnson, Representative

Action: Adopt report. Deny appeal on Timeliness; Uphold the decision of the Executive Officer, Civil Service Commission. Deny request to reinstate to a Special Assistant XIV (Job Code 1373) position. (Vote of 3 to 2, Commissioners Kosturos and Munson dissent)

0475-99-1 Progress Report on Class Consolidation Project. (Item No. 22)

Action: Report received; file.

0482-99-1 Civil Service Commission role as to merit system issues in proposed Charter Amendment creating the Municipal Transportation Agency. (Item No. 24)

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 25)

None

ADJOURNMENT (Item No. 26)

4:05 p.m.

ADRI
P

KAREN
VICE P

ORGE K
COMM

A. LEE
COMM

ABELL
COMM

KATE
CUTIVE

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
7/19/99

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

AGENDA

Regular Meeting
of
July 19, 1999

DOCUMENTS DEPT.
JUL 15 1999
SAN FRANCISCO
PUBLIC LIBRARY
07-15-99P02:04 RCVD

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

ADRIENNE PON
PRESIDENT

AREN CLOPTON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

CABELLA SAFONT
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda.*

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 19, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of June 21, 1999

Regular Meeting of June 21, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) ELECTION OF OFFICERS

June 7, 1999: Postpone to the meeting of June 21, 1999.

June 21, 1999: Postpone to the meeting of July 19, 1999.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0523-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-99/00	Airport Commission	$529,200	To investigate existing exterior terminal building elements as they relate to storm leaks and assist Airport staff to develop comprehensive remediation projects.	Regular	O7/30/05
4001-99/00	Airport Commission	$100,000	To continue the development and growth of the SFO Bay Area Business Coalition and its publication "SFO Global Connections". This will increase international flight activity and promote economic growth for the greater San Francisco Bay Area.	Regular	06/30/00
4002-99/00	Airport Commission	$350,000	To advise SFO on Phase 1 of Environmental Impact Report and Environmental Impact Statement. To prepare environmental assessment of SFO runway reconfiguration program, assess marine biology issues, and develop strategy.	Regular	06/30/00
4003-99/00	Airport Commission	$1,100,000	To prepare Phase 1 of Environmental Impact Report and Environmental Impact Statement. Prepare Purpose and Need Statement, select alternatives for analysis, establish environmental baselines, and conduct technical studies.	Regular	06/30/00
4004-99/00	Airport Commission	$540,000	To plan and implement a public relations campaign to open the new International Terminal. The campaign will include outreach to local communications, businesses and government agencies; media outreach on local, national, and international levels.	Regular	06/30/01
4006-99/00	Human Services	$1,466,353	To provide Cal-Learn case management program, afterschool life skills program and academic support services program to pregnant and parenting teens, and their siblings.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4007-99/00	Human Services	$320,472	To distribute emergency food supply to eligible participants referred by DHS and community member agencies and to immigrants who are ineligible for food stamps.	Regular	06/30/00
4008-99/00	Public Works	$1,500,000	To provide multi-discipline civil, sanitary, traffic, structural, etc. engineering services on an as-needed basis to assist the Department of Public Works with projects during periods of peak demand when staff are deployed on other projects.	Regular	09/30/02
4009-99/00	Airport Commission	$308,000	To provide full architectural and engineering services for the Airport Senior Administrative Offices. Services to include architectural, mechanical engineering, electrical engineering, interior design, acoustical engineering and cost estimating.	Regular	12/30/00
4010-99/00	Airport Commission	$150,000	To develop and execute a fundraising plan to offset the costs of the opening events for the new International Terminal. In addition, will develop the overall plan for the event including budgets, timelines and outreach.	Regular	06/30/01
4011-99/00	Airport Commission	$150,000	To complete the computerization of data and specimens of Academy collections from SF Bay; and produce a list of species for fishes, invertebrates, and shore plants recorded from the waters and wetlands of the San Francisco Bay.	Regular	06/14/00
4012-99/00	Airport Commission	$130,000	To provide adjunct consulting on Airport emergency preparedness and air disaster response training and plan. To work with several committees to begin a study to determine the feasibility of putting first aid stations in the new terminal.	Regular	06/30/00
4013-99/00	Public Works	$180,000	To provide a computerized tracking system designed to show vehicle location of the BSES' 100 sweeper trucks. System will report if engines are "on", brooms up/down, and performance report.	Regular	06/30/02
4014-99/00	Public Works	$1,750,000	To provide as-needed special inspection and testing services for the City's building construction and renovation projects such as reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, fireproofing inspection & testing.	Regular	09/30/02
4015-99/00	Commission on the Aging	$117,211	To provide a reimbursement to senior meal providers for each meal served.	Regular	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4016-99/00	Art Commission	$243,000	To coordinate art conservation teams for restoration of paintings on wood, historic wood beams of ceiling mural, restoration of terra cotta, restoration of metal elements, pest management of artistic materials, handling & moving of heavy, fragile objects.	Regular	12/31/99
4017-99/00	Human Resources	Increase Amount $90,000 New Amount $135,000	To provide off-site storage and retrieval services for approximately 5000 linear feet of workers compensation claim files, including medical and billing records, and will guarantee compliance with government regulations governing off-site storage.	Regular	06/30/01
4028-97/98	Public Transportation	Increase Amount $9,707,535 New Amount $15,722,354	To provide a broad range of specialized vehicle engineering services that include project engineering, procurement expertise, and streamlining the workload during peak times.	Regular	12/31/02
4029-97/98	Public Transportation	Increase Amount $1,000,000 New Amount $2,000,000	To provide as-needed, specialized engineering services; construction management; and cost and price analysis in accordance with FTA guidelines.	Regular	07/01/03
4053-96/97	Airport Commission	Increase Amount $3,735,000 New Amount $8,435,000	To evaluate Airport's financing needs and plans, assist in Commercial Paper Program and possible implementation of a Variable Rate Demand Note Program and advise the Airport on future financing needs involving Passenger Facility Charges.	Regular	06/30/04
484-93/94	Airport Commission	Increase Amount $3,475,290 New Amount $10,034,290	To continue providing architectural/engineering services for the design and construction of the 3-story 12 gate International Terminal-Boarding Area G containing departure and arrival facilities, federal inspection areas, concessions, and tenant space.	Regular	12/31/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) Proposed Amendment to Civil Service Commission Rule X18 – Grievance Procedures applicable to all employees except the Uniformed Ranks of the San Francisco Police Department, posted for deletion on January 6, 1996. (File No. 0522-99-5)

Recommendation: Adopt report; Amend Civil Service Commission Rules to delete Civil Service Commission Rule X18 – Employee Relations – Grievance Procedure except for employees of the Uniformed Ranks of the San Francisco Police Department.

(7) Proposed Adoption of Amendment to Rules Applicable to the Uniformed Ranks of the San Francisco Police Department, Rule 34.3.1 – Certification, Entry Level Appointments. (File No. 0521-99-5)

Recommendation: Adopt report.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(8) Determination of future employability: termination of provisional appointment of Ann Dawson, Transit Operator (Class 9163) Public Transportation Department. (File No. 0405-99-7)

Recommendation of the Public Transportation Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service.

HUMAN RESOURCES DIRECTOR'S REPORT

(9) Report of provisional appointments. (File No. 0524-99-1)

(10) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0525-99-1)

(11) Progress report on Class Consolidation Project. (File No. 0526-99-1)

(12) REQUESTS TO SPEAK

(13) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

AREN CLOPTON
ICE PRESIDENT

RGE KOSTUROS
COMMISSIONER

. LEE MUNSON
COMMISSIONER

BELLA SAFONT
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

1/99

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
July 19, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER AND ROLL CALL

This meeting was canceled due to lack of quorum; all items of business postponed to a future meeting.

DOCUMENTS DEPT.

JUL 2 6 1999

SAN FRANCISCO
PUBLIC LIBRARY

MINUTES

Special Meeting of June 21, 1999

Action: Postpone to the meeting of August 2, 1999

Regular Meeting of June 21, 1999

Action: Postpone to the meeting of August 2, 1999

ELECTION OF OFFICERS

June 7, 1999: Postpone to the meeting of June 21, 1999.

June 21, 1999: Postpone to the meeting of July 19, 1999.

July 19, 1999: Postpone to the meeting of August 2, 1999.

0405-99-7 **Determination of future employability: termination of provisional appointment of Ann Dawson, Transit Operator (Class 9163) Public Transportation Department. (Item No. 8)**

Action: Postpone to the meeting of August 2, 1999.

0521-99-5 **Proposed Adoption of Amendment to Rules Applicable to the Uniformed Ranks of the San Francisco Police Department, Rule 34.3.1 – Certification, Entry Level Appointments. (Item No. 7)**

Action: Postpone to the meeting of August 2, 1999.

0522-99-5 **Proposed Amendment to Civil Service Commission Rule X18 – Grievance Procedures applicable to all employees except the Uniformed Ranks of the San Francisco Police Department, posted for deletion on January 6, 1996. (Item No. 6)**

Action: Postpone to the meeting of August 2, 1999.

0523-99-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-99/00	Airport Commission	$529,200	To investigate existing exterior terminal building elements as they relate to storm leaks and assist Airport staff to develop comprehensive remediation projects.	Regular	07/30/05
4001-99/00	Airport Commission	$100,000	To continue the development and growth of the SFO Bay Area Business Coalition and its publication "SFO Global Connections". This will increase international flight activity and promote economic growth for the greater San Francisco Bay Area.	Regular	06/30/00
4002-99/00	Airport Commission	$350,000	To advise SFO on Phase 1 of Environmental Impact Report and Environmental Impact Statement. To prepare environmental assessment of SFO runway reconfiguration program, assess marine biology issues, and develop strategy.	Regular	06/30/00
4003-99/00	Airport Commission	$1,100,000	To prepare Phase I of Environmental Impact Report and Environmental Impact Statement. Prepare Purpose and Need Statement, select alternatives for analysis, establish environmental baselines, and conduct technical studies.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-99/00	Airport Commission	$540,000	To plan and implement a public relations campaign to open the new International Terminal. The campaign will include outreach to local communications, businesses and government agencies; media outreach on local, national, and international levels.	Regular	06/30/01
4006-99/00	Human Services	$1,466,353	To provide Cal-Learn case management program, afterschool life skills program and academic support services program to pregnant and parenting teens, and their siblings.	Regular	06/30/02
4007-99/00	Human Services	$320,472	To distribute emergency food supply to eligible participants referred by DHS and community member agencies and to immigrants who are ineligible for food stamps.	Regular	06/30/00
4008-99/00	Public Works	$1,500,000	To provide multi-discipline civil, sanitary, traffic, structural, etc. engineering services on an as-needed basis to assist the Department of Public Works with projects during periods of peak demand when staff are deployed on other projects.	Regular	09/30/02
4009-99/00	Airport Commission	$308,000	To provide full architectural and engineering services for the Airport Senior Administrative Offices. Services to include architectural, mechanical engineering, electrical engineering, interior design, acoustical engineering and cost estimating.	Regular	12/30/00
4010-99/00	Airport Commission	$150,000	To develop and execute a fundraising plan to offset the costs of the opening events for the new International Terminal. In addition, will develop the overall plan for the event including budgets, timelines and outreach.	Regular	06/30/01
4011-99/00	Airport Commission	$150,000	To complete the computerization of data and specimens of Academy collections from SF Bay; and produce a list of species for fishes, invertebrates, and shore plants recorded from the waters and wetlands of the San Francisco Bay.	Regular	06/14/00
4012-99/00	Airport Commission	$130,000	To provide adjunct consulting on Airport emergency preparedness and air disaster response training and plan. To work with several committees to begin a study to determine the feasibility of putting first aid stations in the new terminal.	Regular	06/30/00
4013-99/00	Public Works	$180,000	To provide a computerized tracking system designed to show vehicle location of the BSES' 100 sweeper trucks. System will report if engines are "on", brooms up/down, and performance report.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4014-99/00	Public Works	$1,750,000	To provide as-needed special inspection and testing services for the City's building construction and renovation projects such as reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, fireproofing inspection & testing.	Regular	09/30/02
4015-99/00	Commission on the Aging	$117,211	To provide a reimbursement to senior meal providers for each meal served.	Regular	06/30/99
4016-99/00	Art Commission	$243,000	To coordinate art conservation teams for restoration of paintings on wood, historic wood beams of ceiling mural, restoration of terra cotta, restoration of metal elements, pest management of artistic materials, handling & moving of heavy, fragile objects.	Regular	12/31/99
4017-99/00	Human Resources	Increase Amount $90,000 New Amount $135,000	To provide off-site storage and retrieval services for approximately 5000 linear feet of workers compensation claim files, including medical and billing records, and will guarantee compliance with government regulations governing off-site storage.	Regular	06/30/01
4028-97/98	Public Transportation	Increase Amount $9,707,535 New Amount $15,722,354	To provide a broad range of specialized vehicle engineering services that include project engineering, procurement expertise, and streamlining the workload during peak times.	Regular	12/31/02
4029-97/98	Public Transportation	Increase Amount $1,000,000 New Amount $2,000,000	To provide as-needed, specialized engineering services; construction management; and cost and price analysis in accordance with FTA guidelines.	Regular	07/01/03
4053-96/97	Airport Commission	Increase Amount $3,735,000 New Amount $8,435,000	To evaluate Airport's financing needs and plans, assist in Commercial Paper Program and possible implementation of a Variable Rate Demand Note Program and advise the Airport on future financing needs involving Passenger Facility Charges.	Regular	06/30/04
484-93/94	Airport Commission	Increase Amount $3,475,290 New Amount $10,034,290	To continue providing architectural/engineering services for the design and construction of the 3-story 12 gate International Terminal-Boarding Area G containing departure and arrival facilities, federal inspection areas, concessions, and tenant space.	Regular	12/31/00

Action: Postpone to the meeting of August 2, 1999.

0524-99-1 Report of provisional appointments. (Item No. 9)

Action: Postpone to the meeting of August 2, 1999.

0525-99-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 10)

Action: Postpone to the meeting of August 2, 1999.

0526-99-1 Progress report on Class Consolidation Project. (Item No. 11)

Action: Postpone to the meeting of August 2, 1999.

REQUESTS TO SPEAK (Item No. 12)

ADJOURNMENT (Item No. 13)

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

5
4
2/99

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

DOCUMENTS DEPT.
JUL 29 1999
SAN FRANCISCO
PUBLIC LIBRARY
07-29-99P03:05 RCVD

Regular Meeting
of
August 2, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 2, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of June 21, 1999

Regular Meeting of June 21, 1999

Regular Meeting of July 19, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) ELECTION OF OFFICERS

June 7, 1999: Postpone to the meeting of June 21, 1999.

June 21, 1999: Postpone to the meeting of July 19, 1999.

July 19, 1999: Postpone to the meeting of August 2, 1999.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0523-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-99/00	Airport Commission	$529,200	To investigate existing exterior terminal building elements as they relate to storm leaks and assist Airport staff to develop comprehensive remediation projects.	Regular	O7/30/05
4001-99/00	Airport Commission	$100,000	To continue the development and growth of the SFO Bay Area Business Coalition and its publication "SFO Global Connections". This will increase international flight activity and promote economic growth for the greater San Francisco Bay Area.	Regular	06/30/00
4002-99/00	Airport Commission	$350,000	To advise SFO on Phase 1 of Environmental Impact Report and Environmental Impact Statement. To prepare environmental assessment of SFO runway reconfiguration program, assess marine biology issues, and develop strategy.	Regular	06/30/00
4003-99/00	Airport Commission	$1,100,000	To prepare Phase 1 of Environmental Impact Report and Environmental Impact Statement. Prepare Purpose and Need Statement, select alternatives for analysis, establish environmental baselines, and conduct technical studies.	Regular	06/30/00
4004-99/00	Airport Commission	$540,000	To plan and implement a public relations campaign to open the new International Terminal. The campaign will include outreach to local communications, businesses and government agencies; media outreach on local, national, and international levels.	Regular	06/30/01
4006-99/00	Human Services	$1,466,353	To provide Cal-Learn case management program, afterschool life skills program and academic support services program to pregnant and parenting teens, and their siblings.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4007-99/00	Human Services	$320,472	To distribute emergency food supply to eligible participants referred by DHS and community member agencies and to immigrants who are ineligible for food stamps.	Regular	06/30/00
4008-99/00	Public Works	$1,500,000	To provide multi-discipline civil, sanitary, traffic, structural, etc. engineering services on an as-needed basis to assist the Department of Public Works with projects during periods of peak demand when staff are deployed on other projects.	Regular	09/30/02
4009-99/00	Airport Commission	$308,000	To provide full architectural and engineering services for the Airport Senior Administrative Offices. Services to include architectural, mechanical engineering, electrical engineering, interior design, acoustical engineering and cost estimating.	Regular	12/30/00
4010-99/00	Airport Commission	$150,000	To develop and execute a fundraising plan to offset the costs of the opening events for the new International Terminal. In addition, will develop the overall plan for the event including budgets, timelines and outreach.	Regular	06/30/01
4011-99/00	Airport Commission	$150,000	To complete the computerization of data and specimens of Academy collections from SF Bay; and produce a list of species for fishes, invertebrates, and shore plants recorded from the waters and wetlands of the San Francisco Bay.	Regular	06/14/00
4012-99/00	Airport Commission	$130,000	To provide adjunct consulting on Airport emergency preparedness and air disaster response training and plan. To work with several committees to begin a study to determine the feasibility of putting first aid stations in the new terminal.	Regular	06/30/00
4013-99/00	Public Works	$180,000	To provide a computerized tracking system designed to show vehicle location of the BSES' 100 sweeper trucks. System will report if engines are "on", brooms up/down, and performance report.	Regular	06/30/02
4014-99/00	Public Works	$1,750,000	To provide as-needed special inspection and testing services for the City's building construction and renovation projects such as reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, fireproofing inspection & testing.	Regular	09/30/02
4015-99/00	Commission on the Aging	$117,211	To provide a reimbursement to senior meal providers for each meal served.	Regular	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4016-99/00	Art Commission	$243,000	To coordinate art conservation teams for restoration of paintings on wood, historic wood beams of ceiling mural, restoration of terra cotta, restoration of metal elements, pest management of artistic materials, handling & moving of heavy, fragile objects.	Regular	12/31/99
4017-99/00	Human Resources	Increase Amount $90,000 New Amount $135,000	To provide off-site storage and retrieval services for approximately 5000 linear feet of workers compensation claim files, including medical and billing records, and will guarantee compliance with government regulations governing off-site storage.	Regular	06/30/01
4028-97/98	Public Transportation	Increase Amount $9,707,535 New Amount $15,722,354	To provide a broad range of specialized vehicle engineering services that include project engineering, procurement expertise, and streamlining the workload during peak times.	Regular	12/31/02
4029-97/98	Public Transportation	Increase Amount $1,000,000 New Amount $2,000,000	To provide as-needed, specialized engineering services; construction management; and cost and price analysis in accordance with FTA guidelines.	Regular	07/01/03
4053-96/97	Airport Commission	Increase Amount $3,735,000 New Amount $8,435,000	To evaluate Airport's financing needs and plans, assist in Commercial Paper Program and possible implementation of a Variable Rate Demand Note Program and advise the Airport on future financing needs involving Passenger Facility Charges.	Regular	06/30/04
484-93/94	Airport Commission	Increase Amount $3,475,290 New Amount $10,034,290	To continue providing architectural/engineering services for the design and construction of the 3-story 12 gate International Terminal-Boarding Area G containing departure and arrival facilities, federal inspection areas, concessions, and tenant space.	Regular	12/31/00

July 19, 1999: Postpone to the meeting of August 2, 1999.

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0540-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4020-99/00	Airport Commission	$100,000	To provide specialized museum conservation services for 99/00; and meeting necessary national museum standards for 18 new exhibition spaces in the opening of the New International Terminal.	Regular	07/14/00
4021-99/00	Art Commission	$225,000	To fabricate a sculpture entitled Three Dancing Figures, designed by deceased artist Keith Haring, to be installed at a site at 3rd and Howard Streets.	Regular	07/01/00
4022-99/00	Treasurer – Tax Collector	$500,000	To implement an electronic commerce site for the City that will enable citizens to complete financial and non-financial transactions over the Internet 24 hours per day, 7 days per week.	Regular	12/31/00
4023-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	$6,000,000	To provide a broad range of specialized engineering and construction management services required for the implementation and completion of approved projects on a timely basis and to supplement PUC's existing staff to handle peaks in workload.	Regular	07/31/01
4024-99/0	Mayor's Criminal Justice Council	$500,000	To provide the required evaluation of the effectiveness of the Board of Corrections funded Challenge Grant Program that includes the statistical testing of various interventions being implemented by the program.	Regular	06/30/02
4025-99/00	Human Services	$350,000	To provide a comprehensive program of employment and social service including Work Readiness, Job Search, Paid Work Experience, Job Training, Placement, and Job Retention services for CalWORKS and PAES participants seeking employment.	Regular	06/30/00
4026-99/00	Airport Commission	$75,000	Phase I consists of the consultant submitting a comprehensive requirements analysis after researching the Airport's technical and content related needs and specifications; and designing, developing and hosting the Airport's website.	Regular	07/30/00
4027-99/00	Airport Commission	$500,000	To develop messages and position papers on Airfield Development Program; recommend communications strategies, materials and distribution; and develop a quarterly newsletter on Airfield Development Program.	Regular	07/31/01
073R-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $497,000 New Amount $1,194,000	To provide technical professional engineering services including computer simulation studies of Clean Water Program facilities, and physical modeling of new hydraulic structures to minimize sewage overflows.	Regular	08/31/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4131-97/98	Police	Increase Amount $142,000 New Amount $212,000	To perform pre-employment drug testing on hair samples to determine current and historical patterns of drug usage for police officer, reserve officer, dispatcher and other non-sworn positions at the Police Department.	Regular	06/30/00
4132-97/98	Police	Increase Amount $320,000 New Amount $410,000	To conduct pre-employment polygraph examinations of police officer and other Department applicants, and provide the Department written reports of their findings.	Regular	06/30/00
4133-97/98	Police	Increase Amount $360,000 New Amount $510,000	To provide the San Francisco Police Department with psychological evaluations of final entry level police officer and dispatcher candidates; and refinement of predictive validity assessment procedures.	Regular	06/30/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(7) Salary Survey and Certification of Wage Schedules for Transit Operators pursuant to Charter Section A8.404 for Fiscal Year 1999-2000. (File No. 0509-99-3)

Recommendation: Adopt report; Certify wage schedules; Forward to the Board of Supervisors.

(8) Survey of Monthly Rates Paid to Police Officers and Firefighters in all cities of 350,000 or more in the State of California. (File No. 0510-99-3)

Recommendation: Adopt report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590-7; Forward report to the Board of Supervisors.

(9) Proposed Amendment to Civil Service Commission Rule X18 – Grievance Procedures applicable to all employees except the Uniformed Ranks of the San Francisco Police Department, posted for deletion on January 6, 1996. (File No. 0522-99-5)

July 19, 1999: Postpone to the meeting of August 2, 1999.

Recommendation: Adopt report; Amend Civil Service Commission Rules to delete Civil Service Commission Rule X18 – Employee Relations – Grievance Procedure.

(10) Adoption of proposed Amendment to Rules Applicable to the Uniformed Ranks of the San Francisco Police Department, Rule 34.3.1 – Certification, Entry Level Appointments. (File No. 0521-99-5)

July 19, 1999: Postpone to the meeting of August 2, 1999

Recommendation: Adopt report. Amend Rules Applicable to the Uniformed Ranks of the San Francisco Police Department to add Section 34.3.1.2 – Exhaustion of Rule of the List to Rule 34.3.1 - Certification, Entry Level Appointments.

(11) Request to extend Civil Service Commission Rule 13 – Certification of Eligibles, Section 13.2.3 – Expansion of Certification Rules. (File No. 0440-99-5)

June 7, 1999: Postpone to the meeting of June 21, 1999

June 21, 1999: Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through December 31, 1999.

Recommendation: Approve extension of Rule 13, Section 13.2.3 until December 31, 1999.

REGULAR AGENDA

(12) Approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter imposed "Cap". (File No. 0541-99-1)

Recommendation: Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(13) Appeal by Leslie Dalton, Information Systems Administrator (Job Code 1023) of the Human Resources Director's action to defer discrimination complaint and declare it untimely. (File No. 0379-99-6)

Recommendation: Uphold the decision of the Human Resources Director. Deny appeal.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) Determination of future employability: termination of provisional appointment of Ann Dawson, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0405-99-7)

July 19, 1999: Postpone to the meeting of August 2, 1999.

Recommendation of the Public Transportation Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service.

HUMAN RESOURCES DIRECTOR'S REPORT

(15) Report of provisional appointments. (File No. 0524-99-1)

July 19, 1999: Postpone to the meeting of August 2, 1999.

(16) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0525-99-1)

July 19, 1999: Postpone to the meeting of August 2, 1999.

(17) Progress report on Class Consolidation Project. (File No. 0526-99-1)

July 19, 1999: Postpone to the meeting of August 2, 1999.

(18) Report of FY 1998/99 Merit System Services Productivity. (File No. 0542-99-1)

(19) REQUESTS TO SPEAK

(20) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/99

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

Minutes

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

Special Meeting
August 2, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

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I. The Special Meeting convened at 2:15 p.m.

Present:	Commissioner George Kosturos Commissioner Adrienne Pon Commissioner Rosabella Safont
Excused:	Commissioner Karen Clopton Commissioner A. Lee Munson

Commissioner Pon presided

II. Public comment on matters appearing on the agenda.

None.

III. Review of request for approval of a modification to narrow the scope of the proposed personal services contract number 4189-98/99.

PSC #	Department	Amount	Description of Work	Type of Approval	Duration
4189-98/99	Public Utilities Commission	$8,994,000.00	For large SFPUC capital improvement program of 150 capital projects estimated to cost $850 million over next four (4) years: provide expertise in large capital program management systems and implementation; provide specialized technical services for program workload peaks; develop SFPUC Program in Diversity; and design SFPUC Staff Development Program. *The SFPUC in their resolution of July 27, 1999 narrowed the scope of specialized technical services for this contract to exclude specialized detail design services, reserving that work for design consultants procured separately.*	Regular	01/22/04

Speakers: Pro: Ed West, Public Utilities Commission
Mary Williams, Public Utilities Commission
Con: Leslie Abbott, Local 21

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

IV. Adjournment

2:35 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

AREN CLOPTON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

City and County of San Francisco
Civil Service Commission

Minutes for Regular Meeting
August 2, 1999
2:00 p.m.

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CALL TO ORDER

2:35 p.m.

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Excused
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided

MINUTES

Special Meeting of June 21, 1999

Action: Approve. (Vote of 3 to 0)

Regular Meeting of June 21, 1999

Action: Approve. (Vote of 3 to 0)

Regular Meeting of July 19, 1999

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

The Civil Service Commission is conducting training on the Civil Service Merit System. Training will commence on August 19, 1999. Interested parties are asked to register by faxing their request to Lizzette Henriquez at 252-3260.

ELECTION OF OFFICERS

June 7, 1999: Postpone to the meeting of June 21, 1999.

June 21, 1999: Postpone to the meeting of July 19, 1999.

July 19, 1999: Postpone to the meeting of August 2, 1999.

August 2, 1999: Postpone to the meeting of August 16, 1999

0379-99-6 Appeal by Leslie Dalton, Information Systems Administrator (Job Code 1023) of the Human Resources Director's action to defer discrimination complaint and declare it untimely. (Item No. 13)

Speakers: Pro: Sylvia Castellanos, Department of Human Resources
Con: Leslie Dalton

Action: Uphold the decision of the Human Resources Director. Deny appeal. (Vote of 3 to 0)

0405-99-7 Determination of future employability: termination of provisional appointment of Ann Dawson, Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 14)

July 19, 1999: Postpone to the meeting of August 2, 1999.

Speakers: Pro: Faith Van Putten, Public Transportation Department
Con: Ann Dawson

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service. (Vote of 3 to 0)

0440-99-5 Request to extend Civil Service Commission Rule 13 – Certification of Eligibles, Section 13.2.3 – Expansion of Certification Rules. (Item No. 11)

June 7, 1999: Postpone to the meeting of June 21, 1999

June 21, 1999: Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through December 31, 1999.

Speakers: None.

Action: Approve extension of Rule 13, Section 13.2.3 until December 31, 1999. (Vote of 3 to 0)

0509-99-3 Salary Survey and Certification of Wage Schedules for Transit Operators pursuant to Charter Section A8.404 for Fiscal Year 1999-2000. (Item No. 7)

Speakers: None.

Action: Adopt report; Certify wage schedules; Forward to the Board of Supervisors. (Vote of 3 to 0)

0510-99-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in all cities of 350,000 or more in the State of California. (Item No. 8)

Speakers: None.

Action: Adopt report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590-7; Forward report to the Board of Supervisors. (Vote of 3 to 0)

0521-99-5 Adoption of proposed Amendment to Rules Applicable to the Uniformed Ranks of the San Francisco Police Department, Rule 34.3.1 – Certification, Entry Level Appointments. (Item No. 10)

July 19, 1999: Postpone to the meeting of August 2, 1999

Speakers: None.

Action: Adopt report. Amend Rules Applicable to the Uniformed Ranks of the San Francisco Police Department to add Section 34.3.1.2 – Exhaustion of Rule of the List to Rule 34.3.1 – Certification, Entry Level Appointments. (Vote of 3 to 0)

0522-99-5 Proposed Amendment to Civil Service Commission Rule X18 – Grievance Procedures applicable to all employees except the Uniformed Ranks of the San Francisco Police Department, posted for deletion on January 6, 1996. (Item No. 9)

July 19, 1999: Postpone to the meeting of August 2, 1999.

Speakers: None.

Action: Adopt report; Amend Civil Service Commission Rules to delete Civil Service Commission Rule X18 – Employee Relations – Grievance Procedure. (Vote of 3 to 0)

0523-99-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-99/00	Airport Commission	$529,200	To investigate existing exterior terminal building elements as they relate to storm leaks and assist Airport staff to develop comprehensive remediation projects.	Regular	O7/30/05
4001-99/00	Airport Commission	$100,000	To continue the development and growth of the SFO Bay Area Business Coalition and its publication “SFO Global Connections”. This will increase international flight activity and promote economic growth for the greater San Francisco Bay Area.	Regular	06/30/00
4002-99/00	Airport Commission	$350,000	To advise SFO on Phase 1 of Environmental Impact Report and Environmental Impact Statement. To prepare environmental assessment of SFO runway reconfiguration program, assess marine biology issues, and develop strategy.	Regular	06/30/00
4003-99/00	Airport Commission	$1,100,000	To prepare Phase 1 of Environmental Impact Report and Environmental Impact Statement. Prepare Purpose and Need Statement, select alternatives for analysis, establish environmental baselines, and conduct technical studies.	Regular	06/30/00
4004-99/00	Airport Commission	$540,000	To plan and implement a public relations campaign to open the new International Terminal. The campaign will include outreach to local communications, businesses and government agencies; media outreach on local, national, and international levels.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4006-99/00	Human Services	$1,466,353	To provide Cal-Learn case management program, afterschool life skills program and academic support services program to pregnant and parenting teens, and their siblings.	Regular	06/30/02
4007-99/00	Human Services	$320,472	To distribute emergency food supply to eligible participants referred by DHS and community member agencies and to immigrants who are ineligible for food stamps.	Regular	06/30/00
4008-99/00	Public Works	$1,500,000	To provide multi-discipline civil, sanitary, traffic, structural, etc. engineering services on an as-needed basis to assist the Department of Public Works with projects during periods of peak demand when staff are deployed on other projects.	Regular	09/30/02
4009-99/00	Airport Commission ***(Not approved)***	$308,000	To provide full architectural and engineering services for the Airport Senior Administrative Offices. Services to include architectural, mechanical engineering, electrical engineering, interior design, acoustical engineering and cost estimating.	Regular	12/30/00
4010-99/00	Airport Commission	$150,000	To develop and execute a fundraising plan to offset the costs of the opening events for the new International Terminal. In addition, will develop the overall plan for the event including budgets, timelines and outreach.	Regular	06/30/01
4011-99/00	Airport Commission	$150,000	To complete the computerization of data and specimens of Academy collections from SF Bay; and produce a list of species for fishes, invertebrates, and shore plants recorded from the waters and wetlands of the San Francisco Bay.	Regular	06/14/00
4012-99/00	Airport Commission	$130,000	To provide adjunct consulting on Airport emergency preparedness and air disaster response training and plan. To work with several committees to begin a study to determine the feasibility of putting first aid stations in the new terminal.	Regular	06/30/00
4013-99/00	Public Works	$180,000	To provide a computerized tracking system designed to show vehicle location of the BSES' 100 sweeper trucks. System will report if engines are "on", brooms up/down, and performance report.	Regular	06/30/02
4014-99/00	Public Works	$1,750,000	To provide as-needed special inspection and testing services for the City's building construction and renovation projects such as reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, fireproofing inspection & testing.	Regular	09/30/02
4015-99/00	Commission on the Aging	$117,211	To provide a reimbursement to senior meal providers for each meal served.	Regular	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4016-99/00	Art Commission	$243,000	To coordinate art conservation teams for restoration of paintings on wood, historic wood beams of ceiling mural, restoration of terra cotta, restoration of metal elements, pest management of artistic materials, handling & moving of heavy, fragile objects.	Regular	12/31/99
4017-99/00	Human Resources	Increase Amount $90,000 New Amount $135,000	To provide off-site storage and retrieval services for approximately 5000 linear feet of workers compensation claim files, including medical and billing records, and will guarantee compliance with government regulations governing off-site storage.	Regular	06/30/01
4028-97/98	Public Transportation	Increase Amount $9,707,535 New Amount $15,722,354	To provide a broad range of specialized vehicle engineering services that include project engineering, procurement expertise, and streamlining the workload during peak times.	Regular	12/31/02
4029-97/98	Public Transportation	Increase Amount $1,000,000 New Amount $2,000,000	To provide as-needed, specialized engineering services; construction management; and cost and price analysis in accordance with FTA guidelines.	Regular	07/01/03
4053-96/97	Airport Commission	Increase Amount $3,735,000 New Amount $8,435,000	To evaluate Airport's financing needs and plans, assist in Commercial Paper Program and possible implementation of a Variable Rate Demand Note Program and advise the Airport on future financing needs involving Passenger Facility Charges.	Regular	06/30/04
484-93/94	Airport Commission	Increase Amount $3,475,290 New Amount $10,034,290	To continue providing architectural/engineering services for the design and construction of the 3-story 12 gate International Terminal-Boarding Area G containing departure and arrival facilities, federal inspection areas, concessions, and tenant space.	Regular	12/31/00

July 19, 1999: Postpone to the meeting of August 2, 1999.

Speakers:
Con: Leslie Abbott, Local 21 spoke on PSC #4009-99/00
Pro: Gabe Karol, Airport Commission spoke on PSC #4009-99/00

Action:
1) PSC #4009-99/00 not approved.
2) Adopt Human Resources Director's report on remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0524-99-1 **Report of provisional appointments. (Item No. 15)**

July 19, 1999: Postpone to the meeting of August 2, 1999.

Action: Report received; file.

0525-99-1 **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 16)**

July 19, 1999: Postpone to the meeting of August 2, 1999.

Action: Report received; file.

0526-99-1 **Progress report on Class Consolidation Project. (Item No. 17)**

July 19, 1999: Postpone to the meeting of August 2, 1999.

Action: Report received; file.

0540-99-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4020-99/00	Airport Commission	$100,000	To provide specialized museum conservation services for 99/00; and meeting necessary national museum standards for 18 new exhibition spaces in the opening of the New International Terminal.	Regular	07/14/00
4021-99/00	Art Commission	$225,000	To fabricate a sculpture entitled Three Dancing Figures, designed by deceased artist Keith Haring, to be installed at a site at 3rd and Howard Streets.	Regular	07/01/00
4022-99/00	Treasurer – Tax Collector	$500,000	To implement an electronic commerce site for the City that will enable citizens to complete financial and non-financial transactions over the Internet 24 hours per day, 7 days per week.	Regular	12/31/00
4023-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	$6,000,000	To provide a broad range of specialized engineering and construction management services required for the implementation and completion of approved projects on a timely basis and to supplement PUC's existing staff to handle peaks in workload.	Regular	07/31/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4024-99/0	Mayor's Criminal Justice Council	$500,000	To provide the required evaluation of the effectiveness of the Board of Corrections funded Challenge Grant Program that includes the statistical testing of various interventions being implemented by the program.	Regular	06/30/02
4025-99/00	Human Services	$350,000	To provide a comprehensive program of employment and social service including Work Readiness, Job Search, Paid Work Experience, Job Training, Placement, and Job Retention services for CalWORKS and PAES participants seeking employment.	Regular	06/30/00
4026-99/00	Airport Commission	$75,000	Phase I consists of the consultant submitting a comprehensive requirements analysis after researching the Airport's technical and content related needs and specifications; and designing, developing and hosting the Airport's website.	Regular	07/30/00
4027-99/00	Airport Commission	$500,000	To develop messages and position papers on Airfield Development Program; recommend communications strategies, materials and distribution; and develop a quarterly newsletter on Airfield Development Program.	Regular	07/31/01
073R-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $497,000 New Amount $1,194,000	To provide technical professional engineering services including computer simulation studies of Clean Water Program facilities, and physical modeling of new hydraulic structures to minimize sewage overflows.	Regular	08/31/01
4131-97/98	Police	Increase Amount $142,000 New Amount $212,000	To perform pre-employment drug testing on hair samples to determine current and historical patterns of drug usage for police officer, reserve officer, dispatcher and other non-sworn positions at the Police Department.	Regular	06/30/00
4132-97/98	Police	Increase Amount $320,000 New Amount $410,000	To conduct pre-employment polygraph examinations of police officer and other Department applicants, and provide the Department written reports of their findings.	Regular	06/30/00
4133-97/98	Police	Increase Amount $360,000 New Amount $510,000	To provide the San Francisco Police Department with psychological evaluations of final entry level police officer and dispatcher candidates; and refinement of predictive validity assessment procedures.	Regular	06/30/00

Speakers: None

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0541-99-1 Approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter imposed "Cap". (Item No. 12)

Speakers: Linda Marini, Department of Human Resources

Action: Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(Vote of 2 to 1; Commissioner Kosturos dissents; Carry forward to August 16, 1999)

0542-99-1 Report of FY 1998/99 Merit System Services Productivity. (Item No. 18)

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 19)

None.

ADJOURNMENT (Item No. 20)

3:12 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

/99

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

SABELLA SAFONT
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

AGENDA

Regular Meeting
of
August 16, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

BACKGROUND APPEALS

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

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Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda.*

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 16, 1999
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **MINUTES**

Special Meeting of August 2, 1999

Regular Meeting of August 2, 1999

(3) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(4) **ELECTION OF OFFICERS**

June 7, 1999: Postpone to the meeting of June 21, 1999.

June 21, 1999: Postpone to the meeting of July 19, 1999.

July 19, 1999: Postpone to the meeting of August 2, 1999.

August 2, 1999: Postpone to the meeting of August 16, 1999.

COMMENDATIONS AGENDA

(5) Commendation for Gloria Martinez, Personnel Analyst, Department of Human Resources upon her retirement after 17 years of service to the City and County of San Francisco. (File No. 0560-99-1)

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0565-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-99/00	Police	$112,500	To conduct individual, home, and business safety and security outreach to residents and businesses of the Oceanview, Merced Heights, and Ingleside neighborhoods through the posting of flyers, community meetings and personal contacts.	Regular	12/31/00
4029-99/00	Public Utilities Commission (Water)	$140,000	To clean-up unsightly weeds and dense underbrush at and near reservoirs, right-of-ways, roadways, and trails; conversion of firebreaks to fuel breaks, and maintenance of existing fuel breaks and other ground maintenance.	Regular	08/31/01
4030-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	$920,000	To perform energy efficiency design review of municipal capital improvement projects in the design stage; conduct workshops to transfer knowledge to City engineers; and perform technical energy audits of existing City facilities.	Regular	09/30/03
4031-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	$175,000	To represent the City before federal legislative, administrative and regulatory agencies on matters concerning water supply, wastewater treatment, and energy matters.	Regular	11/30/99
4032-99/00	Juvenile Probation	$202,125	To provide short-term residential care for youth awaiting long-term placement. Youth will be provided with medical, educational and mental health services.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4033-99/00	Juvenile Probation	$52,500	To provide intensive reality-based peer counseling for youth being detained at Juvenile Hall and Log Cabin Ranch.	Regular	06/30/00
4034-99/00	Juvenile Probation	$65,000	To provide a delinquency prevention program for girls at risk of becoming serious juvenile offenders. Program to include the use of volunteer mentors recruited from the community.	Regular	06/30/00
4035-99/00	Juvenile Probation	$65,000	A mentorship program for youth at risk of becoming serious juvenile offenders. Its central feature will be the use of volunteer mentors recruited from the community. These mentors will help youth in the maturation process through various interventions.	Regular	06/30/00
4036-99/00	Juvenile Probation	$138,600	To provide a court ordered home detention and supervision program for up to twenty youth, on a daily basis. The purpose is to ensure that the youth adhere to the conditions of their release.	Regular	06/30/00
4037-99/00	Juvenile Probation	$455,000	To monitor and provide intensive supervision and case management to youth on probation.	Regular	06/30/00
4038-99/00	Airport Commission	$7,000,000	To provide foundation, hydraulics, bathymetry, sedimentation, and hazardous material investigation, studies and analysis for marine structures for the Airfield Development Program.	Regular	12/31/00
4039-99/00	Airport Commission	$1,600,000	To represent the tenants' interest and act as their representative to ensure technical review of Master Plan projects, budget, designs and construction of new tenant improvements, and coordination work is performed on a timely basis.	Regular	06/30/00
4040-99/00	Airport Commission	$196,000	To provide design development and contract documents for the procurement and installation of approximately 90 vehicular traffic directional signs to conform with sign-design standards.	Regular	12/31/00
4041-99/00	Airport Commission	$285,000	To establish a marketing and a SFO promotion-minded organization which will develop and implement a strategic marketing alliance with the Airport through opening joint offices in Shanghai, Peoples Republic of China, and in Tokyo, Japan.	Regular	06/30/00
4042-99/00	Airport Commission	$704,687	To upgrade and enhance the proprietary Computerized Parking Control System for the Central Garage and Lot D.	Regular	10/01/00
4043-99/00	Public Transportation	$172,000	To train Transit System Mechanics (Job Code 7371) to repair and maintain all municipal railway revenue vehicles. In addition, tests will be developed and administered for various levels in the Classification.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4044-99/00	Public Health	$175,000	To assess the worksite situation of the requesting City department or agency, recommend action, prepare materials and conduct group counseling to address workplace behavioral issues.	Regular	12/31/01
014X-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $285,000 New Amount $1,000,000	To continue negotiations with Alameda County and the City of Pleasanton on the development of the Bernal Avenue Property. The department has been working for years to develop approximately 500 acres of prime real estate in the County of Alameda.	Regular	03/31/00
4013-98/99	Emergency Communication	Increase Amount $145,000 New Amount $360,944	To warehouse 911 equipment in a temperature controlled and secure environment, asset tracking through bar-coding base and creation and maintenance of databases, staging and coordinating delivery to designated fire and police sites throughout the City.	Regular	08/31/99
4072-97/98	Airport Commission	Increase Amount $300,000 New Amount $450,000	To advise and assist the Airport in promptly submitting noise reports and noise contour maps on the status of the noise impact area and the progress in achieving full compliance with state regulations.	Regular	08/31/02
4072-98/99	Port	Increase Amount $40,371 New Amount $120,371	To prepare an interpretative signage program for the Fisherman's Wharf area and provide the Port with approximately 30 fabricated signage panels.	Regular	12/31/00
4077-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $72,500 New Amount $472,500	To review for update of computer models and provide technical advice related to the City's water operations and develop water supply modeling capabilities and operation interfaces for Hetch Hetchy resource management.	Regular	12/31/99
568-93/94	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $165,000 New Amount $1,788,000	Consultant support to the City Attorney in defending the City's water rights before the Federal Energy Regulatory Commission (FERC) and the State Water Resources Control Board (SWRCB).	Regular	12/31/99

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(7) Proposed amendments to Civil Service Commission Rule 11 – Examinations. (File No. 0561-99-5)

February 1, 1999: Post proposed Rule amendments; notify employee organizations.

Recommendation: Adopt proposed Rule amendment.

(8) Review of request for approval of proposed personal services contract. (File No. 0570-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-99/00	Board of Supervisors	$100,000	To perform management audit to advise Board of Supervisors/Clerk of the Board on specific opportunities for improvement in the area of identification of changes that will improve organizational effectiveness and use of technology to improve systems and meet changing support requirements.	Regular	12/31/99

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

(9) Approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter imposed "Cap". (File No. 0541-99-1)

August 2, 1999: Continue to August 16, 1999.
Vote of 2 to 1; Commissioner Kosturos dissents;

Recommendation: Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(10) Request by Mr. David Novogrodsky, Local 21 for an investigation in the creation of Special Assistant XIV/Reimbursement Manager (Job Code 1373) Department of Public Health. (File No. 0555-99-1)

Recommendation: Open for discussion.

(11) Appeal by Mr. David Dinslage on the Administration of the Examination for Assistant Recreation Supervisor (Job Code 3287) Recreation and Park Department. (File No. 0506-99-4)

Recommendation: Deny appeal; Uphold Human Resources Director's decision.

(12) Appeal of the Human Resources Director's decision to deny the request of the Sheriff's Department to exclude provisional experience when determining minimum experience requirement for appointments resulting from examinations for Sheriff's Lieutenant (Job Code 8310) and Sheriff's Captain (Job Code 8312). (File No. 0559-99-4)

Recommendation: Deny request; allow employees with current permanent appointment in qualifying classes who meet minimum experience requirement, regardless of previous appointment type in those classes, to be available for promotional appointment if successful in the examination process.

BACKGROUND APPEALS

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Background Rejections Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) Appeal by Ms. Anita Barron of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (File No. 0155-99-4)

Recommendation: Uphold Human Resources Director's decision. Deny appeal.

(14) Appeal by Ms. Consuelo Bradford of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (File No. 0049-99-4)

Recommendation: Uphold Human Resources Director's decision. Deny appeal.

(15) Appeal by Mr. Greg Ellis of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (File No. 0040-99-4)

Recommendation: Uphold Human Resources Director's decision. Deny appeal.

(16) Appeal by Mr. Christopher Fontenot of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (File No. 0517-99-4)

Recommendation: Uphold Human Resources Director's decision. Deny appeal.

(17) **Appeal by Mr. Rafael Jimenez of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (File No. 0408-99-4)**

Recommendation: Uphold Human Resources Director's decision. Deny appeal.

(18) **Appeal by Ms. Charlene Pettus of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (File No. 0004-99-4)**

Recommendation: Uphold Human Resources Director's decision. Deny appeal.

(19) **Appeal by Mr. John Sirles of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (File No. 0053-99-4)**

Recommendation: Uphold Human Resources Director's decision. Deny appeal.

(20) **Appeal by Mr. Samuel Smith, Jr. of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (File No. 0024-99-4)**

Recommendation: Uphold Human Resources Director's decision. Deny appeal.

(21) **Appeal by Mr. Leon Stroughter of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (File No. 0052-99-4)**

Recommendation: Uphold Human Resources Director's decision. Deny appeal.

(22) **Appeal by Ms. Jenelle Terry of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (File No. 0041-99-4)**

Recommendation: Uphold Human Resources Director's decision. Deny appeal.

(23) **Appeal by Ms. Renee Carol Williams of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (File No. 0160-99-4)**

Recommendation: Uphold Human Resources Director's decision. Deny appeal.

HUMAN RESOURCES DIRECTOR'S REPORT

(24) **Progress report on Class Consolidation Project. (File No. 0568-99-1)**

(25) **Report of exempt positions under Charter Categories 10.104-16 through 10.104.18. (File No. 0569-99-1)**

(26) REQUESTS TO SPEAK

(27) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

/99

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

MINUTES

Regular Meeting
August 16, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

AUG 2 0 1999

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:08 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided

MINUTES

Special Meeting of August 2, 1999.

Action: Approve. (Vote of 5 to 0)

Regular Meeting of August 2, 1999

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

1) Meeting of Civil Service Commission Meeting of September 6, 1999 is cancelled due to the Labor Day Holiday; Next meeting of the Civil Service Commission is scheduled for September 20, 1999.

2) Due to the overwhelming response, additional classes on the Merit System will be scheduled for City managers, personnel officers and personnel representatives. The Executive Officer is also working with employee organization representatives to schedule sessions on the Merit System that address employee organization issues.

3) Recipients of the Human Resources Director's Awards for outstanding performance were announced as follows:

Sam Kingborne	First Place
Florence Gee	Second Place
Tina Tang	Third Place
Janet Bosnich-Seijas	Honorable Mention
Gilda Cassanego	Honorable Mention
Rose Chew	Honorable Mention
B.J. Dix	Honorable Mention
Patricia Duncan	Honorable Mention
Sandra Favale	Honorable Mention
Benjamin Feng	Honorable Mention
Diana Garcia	Honorable Mention
Candy Heurlin	Honorable Mention
Michael Johnston	Honorable Mention
Rod Leadbeater	Honorable Mention
Maxine Louie	Honorable Mention
Linda Marini	Honorable Mention
Maria Monsor	Honorable Mention
Karen Taylor	Honorable Mention
Carole Van Dyke	Honorable Mention
Titus Whitehead	Honorable Mention
Angela Wong	Honorable Mention
Dorothy Yee	Honorable Mention

The Civil Service Commission recognized the commitment of the award recipients and extended its appreciation of their valuable contributions to the work of the Civil Service Commission and the City and County of San Francisco.

ELECTION OF OFFICERS

June 7, 1999:	Postpone to the meeting of June 21, 1999.
June 21, 1999:	Postpone to the meeting of July 19, 1999.
July 19, 1999:	Postpone to the meeting of August 2, 1999.
August 2, 1999:	Postpone to the meeting of August 16, 1999.
August 16, 1999:	Commissioner Karen Clopton was elected President and Commissioner Rosabella Safont was elected Vice President for the terms of office expiring May 31, 2000. (Vote of 3 to 2; Ayes: Commissioner Clopton, Commissioner Pon, Commissioner Safont. Noes: Commissioner Kosturos and Commissioner Munson)

0004-99-4 Appeal by Ms. Charlene Pettus of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (Item No. 18)

Speakers:	Faith Van Putten, Public Transportation Department Ms. Charlene Pettus
Action:	Uphold Human Resources Director's decision. Deny appeal. (Vote of 5 to 0)

0024-99-4 Appeal by Mr. Samuel Smith, Jr. of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (Item No. 20)

Speakers:	Faith Van Putten, Public Transportation Department Mr. Samuel Smith, Jr.
Action:	Uphold Human Resources Director's decision. Deny appeal. (Vote of 4 to 1; Commissioner Kosturos dissents.)

0040-99-4 Appeal by Mr. Greg Ellis of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (Item No. 15)

Speakers:	Faith Van Putten, Public Transportation Department Mr. Greg Ellis
Action:	Grant appeal. (Vote of 5 to 0)

0041-99-4 **Appeal by Ms. Jenelle Terry of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (Item No. 22)**

Speakers: Faith Van Putten, Public Transportation Department
Ms. Jenelle Terry

Action: Uphold Human Resources Director's decision. Deny appeal. (Vote of 5 to 0)

0049-99-4 **Appeal by Ms. Consuelo Bradford of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (Item No. 14)**

Speakers: Faith Van Putten, Public Transportation Department
Ms. Consuelo Bradford

Action: Uphold Human Resources Director's decision. Deny appeal. (Vote of 4 to 1; Commissioner Kosturos dissents.)

0052-99-4 **Appeal by Mr. Leon Stroughter of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (Item No. 21)**

Speakers: Faith Van Putten, Public Transportation Department
Mr. Leon Stroughter

Action: Uphold Human Resources Director's decision. Deny appeal. (Vote of 4 to 1; Commissioner Munson dissents.)

0053-99-4 **Appeal by Mr. John Sirles of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (Item No. 19)**

Speakers: Faith Van Putten, Public Transportation Department
Mike Casey, Public Transportation Department
Mr. John Sirles

Action: Grant appeal. (Vote of 5 to 0)

0155-99-4 Appeal by Ms. Anita Barron of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (Item No. 13)

Ms. Barron was not present at Roll Call. Request for reconsideration approved. (Vote of 3 to 2; Commissioners Clopton and Safont dissent.)

Speakers: Faith Van Putten, Public Transportation Department
Ms. Anita Barron

Action: Appeal on background rejection heard. Appeal denied; Decision of Human Resources Director upheld. (Vote of 5 to 0)

0160-99-4 Appeal by Ms. Renee Carol Williams of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (Item No. 23)

Action: Postpone to the meeting of September 20, 1999 at the request of Ms. Williams. (Vote of 5 to 0)

0408-99-4 Appeal by Mr. Rafael Jimenez of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (Item No. 17)

Action: Uphold Human Resources Director's decision. Deny appeal. (Vote of 5 to 0; Mr. Jimenez failed to appear.)

0506-99-4 Appeal by Mr. David Dinslage on the Administration of the Examination for Assistant Recreation Supervisor (Job Code 3287) Recreation and Park Department. (Item No. 11)

Speaker: Mr. Terrance Daniel, Recreation and Park Department

Action: Deny appeal; Uphold Human Resources Director's decision. (Mr. Dinslage failed to appear.) (Vote of 5 to 0)

0517-99-4 Appeal by Mr. Christopher Fontenot of background rejection for Transit Operator (Job Code 9163) Public Transportation Department. (Item No. 16)

Speakers: Faith Van Putten, Public Transportation Department
Mr. Christopher Fontenot

Action: Uphold Human Resources Director's decision. Deny appeal. (Vote of 5 to 0)

0541-99-1 Approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter imposed "Cap". (Item No. 9)

August 2, 1999: Continue to meeting of August 16, 1999. Vote of 2 to 1; Commissioner Kosturos dissents.

Speakers:
Linda Marini, Department of Human Resources
Sue Keller, Medical Examiners Office
Sonia Melara, Commission on the Status of Women

Action: Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12. (Vote of 3 to 2; Commissioners Kosturos and Munson dissent.)

0555-99-1 Request by Mr. David Novogrodsky, Local 21 for an investigation in the creation of Special Assistant XIV/Reimbursement Manager (Job Code 1373) Department of Public Health. (Item No. 10)

Action: Postpone to the meeting of October 4, 1999 at the request of Local 21 and the Department of Human Resources. (Vote of 5 to 0)

0559-99-4 Appeal of the Human Resources Director's decision to deny the request of the Sheriff's Department to exclude provisional experience when determining minimum experience requirement for appointments resulting from examinations for Sheriff's Lieutenant (Job Code 8310) and Sheriff's Captain (Job Code 8312). (Item No. 12)

Speakers:
Candy Heurlin, Department of Human Resources
Mary Ann DeSouza, Sheriff Department
Ed Lieberman, Representative Operating Engineers Local 3

Action: Return to the Human Resources Director for additional information and further discussion; must return to the Civil Service Commission for final disposition. (Vote of 3 to 2; Commissioners Clopton and Safont dissent.)

0560-99-1 Commendation for Gloria Martinez, Personnel Analyst, Department of Human Resources upon her retirement after 17 years of service to the City and County of San Francisco. (Item No. 5)

Action: Approve. (Vote of 5 to 0)

0561-99-5 **Proposed amendments to Civil Service Commission Rule 11 – Examinations. (Item No. 7)**

February 1, 1999: Post proposed Rule amendments; notify employee organizations.

Speakers: None.

Action: Adopt proposed Rule amendment. (Vote of 5 to 0)

0565-99-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-99/00	Police	$112,500	To conduct individual, home, and business safety and security outreach to residents and businesses of the Oceanview, Merced Heights, and Ingleside neighborhoods through the posting of flyers, community meetings and personal contacts.	Regular	12/31/00
4029-99/00	Public Utilities Commission (Water)	$140,000	To clean-up unsightly weeds and dense underbrush at and near reservoirs, right-of-ways, roadways, and trails; conversion of firebreaks to fuel breaks, and maintenance of existing fuel breaks and other ground maintenance.	Regular	08/31/01
4030-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	$920,000	To perform energy efficiency design review of municipal capital improvement projects in the design stage; conduct workshops to transfer knowledge to City engineers; and perform technical energy audits of existing City facilities.	Regular	09/30/03
4031-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	$175,000	To represent the City before federal legislative, administrative and regulatory agencies on matters concerning water supply, wastewater treatment, and energy matters.	Regular	11/30/99
4032-99/00	Juvenile Probation	$202,125	To provide short-term residential care for youth awaiting long-term placement. Youth will be provided with medical, educational and mental health services.	Regular	06/30/00
4033-99/00	Juvenile Probation	$52,500	To provide intensive reality-based peer counseling for youth being detained at Juvenile Hall and Log Cabin Ranch.	Regular	06/30/00
4034-99/00	Juvenile Probation	$65,000	To provide a delinquency prevention program for girls at risk of becoming serious juvenile offenders. Program to include the use of volunteer mentors recruited from the community.	Regular	06/30/00

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4035-99/00	Juvenile Probation	$65,000	A mentorship program for youth at risk of becoming serious juvenile offenders. Its central feature will be the use of volunteer mentors recruited from the community. These mentors will help youth in the maturation process through various interventions.	Regular	06/30/00
4036-99/00	Juvenile Probation	$138,600	To provide a court ordered home detention and supervision program for up to twenty youth, on a daily basis. The purpose is to ensure that the youth adhere to the conditions of their release.	Regular	06/30/00
4037-99/00	Juvenile Probation	$455,000	To monitor and provide intensive supervision and case management to youth on probation.	Regular	06/30/00
4038-99/00	Airport Commission	$7,000,000	To provide foundation, hydraulics, bathymetry, sedimentation, and hazardous material investigation, studies and analysis for marine structures for the Airfield Development Program.	Regular	12/31/00
4039-99/00	Airport Commission	$1,600,000	To represent the tenants' interest and act as their representative to ensure technical review of Master Plan projects, budget, designs and construction of new tenant improvements, and coordination work is performed on a timely basis.	Regular	06/30/00
4040-99/00	Airport Commission	$196,000	To provide design development and contract documents for the procurement and installation of approximately 90 vehicular traffic directional signs to conform with sign-design standards.	Regular	12/31/00
4041-99/00	Airport Commission	$285,000	To establish a marketing and a SFO promotion-minded organization which will develop and implement a strategic marketing alliance with the Airport through opening joint offices in Shanghai, Peoples Republic of China, and in Tokyo, Japan.	Regular	06/30/00
4042-99/00	Airport Commission	$704,687	To upgrade and enhance the proprietary Computerized Parking Control System for the Central Garage and Lot D.	Regular	10/01/00
4043-99/00	Public Transportation	$172,000	To train Transit System Mechanics (Job Code 7371) to repair and maintain all municipal railway revenue vehicles. In addition, tests will be developed and administered for various levels in the Classification.	Regular	06/30/00
4044-99/00	Public Health	$175,000	To assess the worksite situation of the requesting City department or agency, recommend action, prepare materials and conduct group counseling to address workplace behavioral issues.	Regular	12/31/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
014X-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $285,000 New Amount $1,000,000	To continue negotiations with Alameda County and the City of Pleasanton on the development of the Bernal Avenue Property. The department has been working for years to develop approximately 500 acres of prime real estate in the County of Alameda.	Regular	03/31/00
4013-98/99	Emergency Communication	Increase Amount $145,000 New Amount $360,944	To warehouse 911 equipment in a temperature controlled and secure environment, asset tracking through bar-coding base and creation and maintenance of databases, staging and coordinating delivery to designated fire and police sites throughout the City.	Regular	08/31/99
4072-97/98	Airport Commission	Increase Amount $300,000 New Amount $450,000	To advise and assist the Airport in promptly submitting noise reports and noise contour maps on the status of the noise impact area and the progress in achieving full compliance with state regulations.	Regular	08/31/02
4072-98/99	Port	Increase Amount $40,371 New Amount $120,371	To prepare an interpretative signage program for the Fisherman's Wharf area and provide the Port with approximately 30 fabricated signage panels.	Regular	12/31/00
4077-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $72,500 New Amount $472,500	To review for update of computer models and provide technical advice related to the City's water operations and develop water supply modeling capabilities and operation interfaces for Hetch Hetchy resource management.	Regular	12/31/99
568-93/94	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $165,000 New Amount $1,788,000	Consultant support to the City Attorney in defending the City's water rights before the Federal Energy Regulatory Commission (FERC) and the State Water Resources Control Board (SWRCB).	Regular	12/31/99

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0568-99-1 Progress report on Class Consolidation Project. (Item No. 24)

Action: Report received; file.

0569-99-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104.18. (Item No. 25)

Action: Report received; file.

0570-99-8 Review of request for approval of proposed personal services contract. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-99/00	Board of Supervisors	$100,000	To perform management audit to advise Board of Supervisors/Clerk of the Board on specific opportunities for improvement in the area of identification of changes that will improve organizational effectiveness and use of technology to improve systems and meet changing support requirements.	Regular	12/31/99

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

REQUESTS TO SPEAK (Item No. 26)

None

ADJOURNMENT (Item No. 27)

4:05 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

5

KAREN CLOPTON
/99 **PRESIDENT**

OSABELLA SAFONT
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

Regular Meeting
of
September 20, 1999

09-15-99A11:07 RCVD

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
SEP 15 1999
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

2:30 p.m.

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 20, 1999
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **MINUTES**

Regular Meeting of August 16, 1999

(3) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(4) **Presentation to Commissioner Adrienne Pon in recognition of her two years of service as President of the Civil Service Commission. (File No. 0630-99-1)**

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0621-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-99/00	Retirement System	$150,000	To provide specialized actuarial services for the Retirement System, including conducting an annual experience analysis and actuarial valuation of the Retirement Fund, special studies and consultation related to actuarial issues.	Continuing	06/30/00
4046-99/00	Assessor	$61,352	To review the existing appraisals and related legislation/court cases regarding the valuation of Cable Television in general as well as the specific valuation issue regarding Viacom, Cable Telecommunication Company.	Regular	12/01/02
4047-99/00	Trial Courts	$121,848	Responsible for the operation of the two children's waiting rooms at the Hall of Justice and Civic Center Courthouse. These waiting rooms function as day-use childcare centers while parents/guardians are on jury duty or conducting business with the Courts.	Regular	06/30/00
4048-99/00	Building Inspection	$115,000	To provide reliable, constant communication between point of sales (POS) software system and the credit card processor. Contractor will provide custom transaction processing solutions in conjunction with the custom software developed for the POS network.	Regular	06/30/00
4049-99/00	Airport Commission	$410,000	To provide studies and reports on Precision Runway Monitor, Instrument Landing System and Simultaneous Offset Instrument Approach to complete an Environmental Assessment as required by the Federal Aviation Administration.	Regular	08/31/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4050-99/00	Art Commission	$179,637	To conduct creative writing classes with youth at risk in San Francisco. Teachers serve youth who may be incarcerated, educationally disadvantaged, homeless, or in crisis.	Regular	09/01/00
4051-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	$1,281,000	To develop public education campaigns and promote awareness regarding water pollution prevention. In addition, conduct outreach on services provided to customers by the San Francisco Public Utilities Commission.	Regular	06/30/02
4052-99/00	Human Services	$151,200	To provide CalWORKs and human services field-specific training to approximately 250 DHS staff/management in four areas: Welfare-to-Work, Executive Development, Teamwork and Staff Development.	Regular	06/30/00
4053-99/00	Commission on the Status of Women	$150,000	To design and conduct a Violence Against Women Public Awareness Campaign, specifically addressing both sexual assault and domestic violence. The campaign goal is to prevent violence against women and increase public knowledge of community services.	Regular	06/30/02
4054-99/00	Public Health	$300,000	To provide intermittent, specialized, gerontological-care services and supervision of UCSF Nursing students.	Regular	09/30/01
4055-99/00	Public Works	$900,000	To provide electrical engineering and drafting services on an as-needed basis. Work includes preparing plans, specifications, and cost estimates; and performing field investigations, peer reviews, and drafting services.	Regular	06/30/02
4056-99/00	Recreation & Parks	$100,000	To remove and sell vessels from the Marina Yacht Harbor in order to recover documented cost of delinquent berthing fees and other associated fees from boat owners to the Marina Yacht Harbor.	Regular	06/30/01
4057-99/00	Assessor	$205,000	To represent the City in the negotiation of a potential settlement of the dispute between the City and Viacom, a telecommunication company, regarding the assessed valuation of its Viacom's Cable Television System including the possessory interest.	Regular	12/01/02
4058-99/00	Human Services	$130,000	To develop plans for two programs, a residential academy for foster care and juvenile probation youth, and a transitional housing program for youth leaving foster care.	Regular	09/30/00
4059-99/00	Human Services	$429,294	To provide in-home emergency back-up childcare services to CalWORKs families.	Regular	08/31/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-99/00	Airport Commission	$150,000	To provide three (3) day workshop on the following two topics: Leadership through Motivation and Managing for High Performance. Classes to provide Senior Managers with understanding of how various factors influence job performance.	Regular	09/24/00
4061-99/00	Juvenile Probation	$220,000	To provide a comprehensive array of services for young women who have been released from detention and returned to their community. Services to include case management and linkages with appropriate providers and family reunification.	Regular	06/30/00
4062-99/00	Public Works	$3,000,000	To provide professional architectural and engineering services for planning, design and construction services for the proposed replacement of the Juvenile Hall at the San Francisco Youth Guidance Center.	Regular	08/31/04
4063-99/00	Police	$99,815	To conduct and evaluate two components of the COPS-MORE '98 grant program: the cost effectiveness of implementing a Mobile Computer System, and the effectiveness of implementing the Technology to Recover Abducted Kids system.	Regular	09/30/01
4064-99/00	Human Services	Increase Amount $45,990 New Amount $95,130	To provide Communication Skills for the Bilingual Professional Employee Program; consisting of needs assessments, curriculum design, pilot instruction program and courses for DHS employees.	Regular	06/30/00
4087-98/99	Airport Commission	Increase Amount $200,000 New Amount $545,000	Delivery of a unique brand identity, a comprehensive business and administrative print system, a targeted brochure, promotional materials, and a standards manual for the opening of the new International Terminal.	Regular	12/31/00
4104-97/98	Airport Commission	Increase Amount $108,000 New Amount $198,000	To conduct various aircraft noise modeling projects in support of the Airport/Community Roundtable, acquire additional analysis of flight tracks that potentially would reduce aircraft noise impacts on the surrounding communities.	Regular	12/31/00
4107-96/97	Port	Increase Amount $191,468 New Amount $431,468	To revise the project scope and the project contract documents to reduce the construction cost. Will provide minimal electrical, mechanical, and architectural services.	Regular	09/30/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

(6) Appeal of the Human Resources Director's decision to deny the request of the Sheriff's Department to exclude provisional experience when determining minimum experience requirement for appointments resulting from examinations for Sheriff's Lieutenant (Job Code 8310) and Sheriff's Captain (Job Code 8312). (File No. 0559-99-4)

August 16, 1999: Return to the Human Resources Director for additional information and further discussion; must return to the Civil Service Commission for final disposition. (Vote of 3 to 2; Commissioners Clopton and Safont dissent.)

Recommendation: Deny request; allow employees with current permanent appointment in qualifying classes who meet minimum experience requirement, regardless of previous appointment type in those classes, to be available for promotional appointment if successful in the examination process.

(7) Appeal by Martin A. Edelson of background rejection for Police Officer (Job Code Q-2), San Francisco Police Department. (File No. 0498-99-4)

Recommendation: Adopt report. Deny appeal the appeal of Martin A. Edelson. Sustain the decision of the Chief of Police.

(8) Appeal by Wayne Fuller of background rejection for Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0419-99-4)

Recommendation: Deny appeal. Sustain the decision of the Human Resources Director.

(9) Appeal by Renee Carol Williams of background rejection for Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0160-99-4)

August 16, 1999: Postpone to the meeting of September 20, 1999, at the request of Ms. Williams.

Recommendation: Deny appeal. Sustain the decision of the Human Resources Director.

(10) Appeal by James Albert of the decision of the Human Resources Director to approve the classification of one position to Information Systems Manager (Job Code 1071). (File No. 0436-99-2)

Recommendation: Adopt report. Deny appeal. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) Determination of future employment: termination of permanent appointment with the City and County of Alfredo Roberto Arana, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0556-99-7)

Recommendation of the Public Transportation Department:

1. Cancel any current examination and eligibility status.
2. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service.
3. Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse.
4. No future employment with the Public Transportation Department.

(12) Determination of future employment: release from permanent probationary appointment with the City and County of Sharon Gilmore-James, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0598-99-7)

Recommendation of the Public Transportation Department:

1. Cancel any current examination and eligibility status.
2. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years experience outside the City and County.
3. Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse.
4. No future employment with the Public Transportation Department.

(13) Determination of future employment: termination of permanent appointment with the City and County of Gale Wong, Electric Transit Mechanic (Job Code 7379), Public Transportation Department. (File No. 0578-99-7)

Recommendation of the Public Transportation Department:

1. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service.
2. Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse.
3. No future employment with the Public Transportation Department.

(14) Determination of future employment: termination of permanent appointment with the City and County of Kevin C. Yu, Custodian (Job Code 2708), Airport Commission. (File No. 0554-99-7)

Recommendation of the Airport Commission:

1. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.
2. No future employment with the Airport Commission.

HUMAN RESOURCES DIRECTOR'S REPORT

(15) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0623-99-1)

(16) Progress report on Class Consolidation Project. (File No. 0622-99-1)

(17) REQUESTS TO SPEAK

(18) ADJOURNMENT

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
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Box 41 (Min)

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KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

Regular Meeting
September 20, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
SEP 24 1999
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:20 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Excused
Commissioner A. Lee Munson	Excused
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Clopton presided

MINUTES

Regular Meeting of August 16, 1999

Action: Approve. (Vote of 3 to 0)

Presentation of commemorative plaque to Commissioner Adrienne Pon in recognition of her two years of service as President of the Civil Service Commission. (Item No. 4)

Action: Approve. (Vote of 3 to 0)

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260

0160-99-4 Appeal by Renee Carol Williams of background rejection for Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 9)

August 16, 1999: Postpone to the meeting of September 20, 1999, at the request of Ms. Williams.

Speakers: Faith Van Putten, Public Transportation Department
Renee Carol Williams

Action: Deny appeal. Sustain the decision of the Human Resources Director. (Vote of 3 to 0)

0419-99-4 Appeal by Wayne Fuller of background rejection for Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 8)

Speakers: Faith Van Putten, Public Transportation Department

Action: Deny appeal. Sustain the decision of the Human Resources Director. Mr. Fuller failed to appear. (Vote of 3 to 0)

0436-99-2 Appeal by James Albert of the decision of the Human Resources Director to approve the classification of one position to Information Systems Manager (Job Code 1071). (Item No. 10)

Speaker: Rob Keller, Department of Human Resources

Action: Adopt report. Deny appeal. Sustain the decision of the Human Resources Director. Mr. Albert failed to appear. (Vote of 3 to 0)

0498-99-4 Appeal by Martin A. Edelson of background rejection for Police Officer (Job Code Q-2), San Francisco Police Department. (Item No. 7)

Speakers: Captain Antonio Parra, San Francisco Police Department
Martin A. Edelson

Action: Adopt report. Deny appeal the appeal of Martin A. Edelson. Sustain the decision of the Chief of Police. (Vote of 3 to 0)

0554-99-7	**Determination of future employment: termination of permanent appointment of Kevin C. Yu, Custodian (Job Code 2708), Airport Commission. (Item No. 14)**	
	Speakers:	None.
	Action:	1) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. 2) No future employment with the Airport Commission. Mr. Yu failed to appear. (Vote of 3 to 0)
0556-99-7	**Determination of future employment: termination of permanent appointment of Alfredo Roberto Arana, Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 11)**	
	Speakers:	None.
	Action:	1) Cancel any current examination and eligibility status. 2) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service. 3) Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse. 4) No future employment with the Public Transportation Department. Mr. Arana failed to appear. (Vote of 3 to 0)
0559-99-4	**Appeal of the Human Resources Director's decision to deny the request of the Sheriff's Department to exclude provisional experience when determining minimum experience requirement for appointments resulting from examinations for Sheriff's Lieutenant (Job Code 8310) and Sheriff's Captain (Job Code 8312). (Item No. 6)**	
	August 16, 1999:	Return to the Human Resources Director for additional information and further discussion; must return to the Civil Service Commission for final disposition. (Vote of 3 to 2) Commissioners Clopton and Safont dissent.)
	Speakers:	Candy Heurlin, Department of Human Resources Ed Lieberman, Local 3

0559-99-4 continued

Action: Deny request; allow employees with current permanent appointment in qualifying classes who meet minimum experience requirement, regardless of previous appointment type in those classes, to be available for promotional appointment if successful in the examination process. (Vote of 3 to 0)

0578-99-7 Determination of future employment: termination of permanent appointment of Gale Wong, Electric Transit Mechanic (Job Code 7379), Public Transportation Department. (Item No. 13)

Speakers:

Faith Van Putten, Public Transportation Department
Kevin Hughes, Local 6
William Murphy, Attorney

Action: 1) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County. 2) Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse. 3) No future employment with the Public Transportation Department. (Vote of 3 to 0)

0598-99-7 Determination of future employment: release from permanent probationary appointment of Sharon Gilmore-James, Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 12)

Speakers:

Faith Van Putten, Public Transportation Department
Sharon Gilmore-James

Action: 1) Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County.
2) Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse. 3) No future employment with the Public Transportation Department. (Vote of 3 to 0)

0621-99-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-99/00	Retirement System	$150,000	To provide specialized actuarial services for the Retirement System, including conducting an annual experience analysis and actuarial valuation of the Retirement Fund, special studies and consultation related to actuarial issues.	Continuing	06/30/00
4046-99/00	Assessor	$61,352	To review the existing appraisals and related legislation/court cases regarding the valuation of Cable Television in general as well as the specific valuation issue regarding Viacom, Cable Telecommunication Company.	Regular	12/01/02
4047-99/00	Trial Courts	$121,848	Responsible for the operation of the two children's waiting rooms at the Hall of Justice and Civic Center Courthouse. These waiting rooms function as day-use childcare centers while parents/guardians are on jury duty or conducting business with the Courts.	Regular	06/30/00
4048-99/00	Building Inspection	$115,000	To provide reliable, constant communication between point of sales (POS) software system and the credit card processor. Contractor will provide custom transaction processing solutions in conjunction with the custom software developed for the POS network.	Regular	06/30/00
4049-99/00	Airport Commission	$410,000	To provide studies and reports on Precision Runway Monitor, Instrument Landing System and Simultaneous Offset Instrument Approach to complete an Environmental Assessment as required by the Federal Aviation Administration.	Regular	08/31/00
4050-99/00	Art Commission	$179,637	To conduct creative writing classes with youth at risk in San Francisco. Teachers serve youth who may be incarcerated, educationally disadvantaged, homeless, or in crisis.	Regular	09/01/00
4051-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	$1,281,000	To develop public education campaigns and promote awareness regarding water pollution prevention. In addition, conduct outreach on services provided to customers by the San Francisco Public Utilities Commission.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4052-99/00	Human Services	$151,200	To provide CalWORKs and human services field-specific training to approximately 250 DHS staff/management in four areas: Welfare-to-Work, Executive Development, Teamwork and Staff Development.	Regular	06/30/00
4053-99/00	Commission on the Status of Women	$150,000	To design and conduct a Violence Against Women Public Awareness Campaign, specifically addressing both sexual assault and domestic violence. The campaign goal is to prevent violence against women and increase public knowledge of community services.	Regular	06/30/02
4054-99/00	Public Health	$300,000	To provide intermittent, specialized, gerontological-care services and supervision of UCSF Nursing students.	Regular	09/30/01
4055-99/00	Public Works	$900,000	To provide electrical engineering and drafting services on an as-needed basis. Work includes preparing plans, specifications, and cost estimates; and performing field investigations, peer reviews, and drafting services.	Regular	06/30/02
4056-99/00	Recreation & Parks	$100,000	To remove and sell vessels from the Marina Yacht Harbor in order to recover documented cost of delinquent berthing fees and other associated fees from boat owners to the Marina Yacht Harbor.	Regular	06/30/01
4057-99/00	Assessor	$205,000	To represent the City in the negotiation of a potential settlement of the dispute between the City and Viacom, a telecommunication company, regarding the assessed valuation of its Viacom's Cable Television System including the possessory interest.	Regular	12/01/02
4058-99/00	Human Services	$130,000	To develop plans for two programs, a residential academy for foster care and juvenile probation youth, and a transitional housing program for youth leaving foster care.	Regular	09/30/00
4059-99/00	Human Services	$429,294	To provide in-home emergency back-up childcare services to CalWORKs families.	Regular	08/31/00
4060-99/00	Airport Commission	$150,000	To provide three (3) day workshop on the following two topics: Leadership through Motivation and Managing for High Performance. Classes to provide Senior Managers with understanding of how various factors influence job performance.	Regular	09/24/00
4061-99/00	Juvenile Probation	$220,000	To provide a comprehensive array of services for young women who have been released from detention and returned to their community. Services to include case management and linkages with appropriate providers and family reunification.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4062-99/00	Public Works	$3,000,000	To provide professional architectural and engineering services for planning, design and construction services for the proposed replacement of the Juvenile Hall at the San Francisco Youth Guidance Center.	Regular	08/31/04
4063-99/00	Police	$99,815	To conduct and evaluate two components of the COPS-MORE '98 grant program: the cost effectiveness of implementing a Mobile Computer System, and the effectiveness of implementing the Technology to Recover Abducted Kids system.	Regular	09/30/01
4064-99/00	Human Services	Increase Amount $45,990 New Amount $95,130	To provide Communication Skills for the Bilingual Professional Employee Program; consisting of needs assessments, curriculum design, pilot instruction program and courses for DHS employees.	Regular	06/30/00
4087-98/99	Airport Commission	Increase Amount $200,000 New Amount $545,000	Delivery of a unique brand identity, a comprehensive business and administrative print system, a targeted brochure, promotional materials, and a standards manual for the opening of the new International Terminal.	Regular	12/31/00
4104-97/98	Airport Commission	Increase Amount $108,000 New Amount $198,000	To conduct various aircraft noise modeling projects in support of the Airport/Community Roundtable, acquire additional analysis of flight tracks that potentially would reduce aircraft noise impacts on the surrounding communities.	Regular	12/31/00
4107-96/97	Port	Increase Amount $191,468 New Amount $431,468	To rcvise the project scope and the project contract documents to reduce the construction cost. Will provide minimal electrical, mechanical, and architectural services.	Regular	09/30/00

Speakers: Leslie Abbot, Local 21 spoke on PSC# 4062-99/00

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0622-99-1 Progress report on Class Consolidation Project. (Item No. 16)

Action: Report received; file.

0623-99-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104. (Item No. 15)

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 17)

(1) Barbara Thomson expressed her concerns over the failure of the City to investigate discrimination complaints in a timely manner.
(2) Frank Martin Del Campo spoke in support of Ms. Thomson's concerns.
(3) Betty Lavin spoke of her husband's employment situation at the Public Transportation Department.

ADJOURNMENT (Item No. 18)

3:00 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

KAREN CLOPTON
PRESIDENT

/99

OSABELLA SAFONT
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

Regular Meeting
of
October 4, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

DOCUMENTS DEPT.

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Notice of Commission Hearing Policies and Procedures

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All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda.*

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 4, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of September 20, 1999

Special Meeting of September 20, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0660-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4065-99/00	Human Services	$100,000	To develop a plan for a cafeteria training program for foster care youth. Contractor to work with DHS and Job Corps to develop procedures to get foster care youth and Cal Works youth into Job Corps slots.	Regular	09/30/00
4066-99/00	Police	$95,000	To provide highly specialized technical and statistical support for all phases of Q-50 Police Sergeant examination. Contractor to maintain high standards established during Consent Decree and defend the examination content and process.	Regular	06/30/02

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) Proposed reorganization, recodification, reformatting, and republication of the Civil Service Commission Rules. (File No. 0662-99-5)

Recommendation:

1. Adopt staff report;
2. Authorize the Executive Officer to reorganize, recodify, reformat, and republish the Civil Service Commission Rules;
3. Authorize the Executive Officer to make the revised Rules available in printed form, on computer diskette, and on the Civil Service Commission website

(6) **Proposed adoption of Rule 81 - Certification of Eligibles – Fire Department; Section 81.2 – Certification of Entrance Eligible Lists, Rules pertaining to the Uniformed Ranks of the San Francisco Fire Department. (File No. 0663-99-5)**

Recommendation: Adopt proposed Rule amendment.

REGULAR AGENDA

(7) **Request by Mr. David Novogrodsky, Local 21 for an investigation in the creation of Special Assistant XIV/Reimbursement Manager (Job Code 1373), Department of Public Health. (File No. 0555-99-1)**

August 16, 1999: Postpone to the meeting of October 4, 1999 at the request of Local 21 and the Department of Human Resources.

Recommendation: Open for discussion.

(8) **Appeal by Vitus C.W. Leung, IFPTE Local 21 of the Human Resources Director's decision to deny a request for extension of the duration of holdover status following the layoff of Howard Wong and Woodrow Jones for Principal Architect (Job Code 5273). (File No. 0566-99-1)**

Recommendation: Adopt report. Deny the appeal of Vitus C.W. Leung. Sustain the decision of the Human Resources Director.

(9) **Appeal by Mohinder Khanna, Su-Syin Chou, and Chung-Shing Tang of the decision of the Human Resources Director to reject their applications for Principal Engineer (Job Code 5212), Department of Public Works. (File No. 0661-99-4)**

Recommendation: Adopt report. Deny the appeal of Mohinder Khanna, Su-Syin Chou, and Chung-Shing Tang. Sustain the decision of the Human Resources Director.

(10) **Appeal by Frank McDowell of the Human Resources Director's denial of assault pay. (File No. 0567-99-3)**

Recommendation: Adopt report. Deny the appeal of Frank McDowell. Sustain the decision of the Human Resources Director.

(11) **Appeal by Renaldo Acosta of background rejection for Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0587-99-4)**

Recommendation: Adopt report. Deny the appeal of Renaldo Acosta. Sustain the decision of the Human Resources Director.

(12) **Appeal by Lee O. Crawford of background rejection for Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0586-99-4)**

Recommendation: Adopt report. Deny the appeal of Lee O. Crawford. Sustain the decision of the Human Resources Director.

(13) **Appeal by Richard Mabrey of background rejection for Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0595-99-4)**

Recommendation: Adopt report. Deny the appeal of Richard Mabrey. Sustain the decision of the Human Resources Director.

(14) **Appeal by Roderick Robbins of background rejection for Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0596-99-4)**

Recommendation: Adopt report. Deny the appeal of Roderick Robbins. Sustain the decision of the Human Resources Director.

(15) REQUESTS TO SPEAK

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

SABELLA SAFONT
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

MINUTES

Regular Meeting
October 4, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:32 p.m.

ROLL CALL

Commissioner Karen Clopton	Present (missed items 13, 14, 15, 16)
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Excused
Commissioner Rosabella Safont	Present

Commissioner Clopton presided.

MINUTES

Regular Meeting of September 20, 1999

Action: Approve (Vote of 4 to 0)

Special Meeting of September 20, 1999

Action: Approve (Vote of 4 to 0)

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260

0660-99-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4065-99/00	Human Services	$100,000	To develop a plan for a cafeteria training program for foster care youth. Contractor to work with DHS and Job Corps to develop procedures to get foster care youth and Cal Works youth into Job Corps slots.	Regular	09/30/00
4066-99/00	Police	$95,000	To provide highly specialized technical and statistical support for all phases of Q-50 Police Sergeant examination. Contractor to maintain high standards established during Consent Decree and defend the examination content and process.	Regular	06/30/02

Speakers: None

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0661-99-4 Appeal by Mohinder Khanna, Su-Syin Chou, and Chung-Shing Tang of the decision of the Human Resources Director to reject their applications for Principal Engineer (Job Code 5212), Department of Public Works. (Item No. 9)

Speakers: Leslie Abbott, Local 21
Jim Horan, Department of Public Works
Chung-Shing Tang

Action:

1) Adopt report. Deny the appeal of Mohinder Khanna. Sustain the decision of the Human Resources Director. (Vote of 4 to 0)

2) Adopt report. Deny the appeal of Su-Syin Chou. Sustain the decision of the Human Resources Director. (Vote of 4 to 0)

3) Adopt report. Deny the appeal of Chung-Shing Tang. Sustain the decision of the Human Resources Director. (Vote of 3 to 1; Commissioner Kosturos dissents.)

0662-99-5 **Proposed reorganization, recodification, reformatting, and republication of the Civil Service Commission Rules. (Item No. 5)**

Speakers: None

Action:
1. Adopt staff report;
2. Authorize the Executive Officer to reorganize, recodify, reformat, and republish the Civil Service Commission Rules;
3. Authorize the Executive Officer to make the revised Rules available in printed form, on computer diskette, and on the Civil Service Commission website. (Vote of 4 to 0)

0663-99-5 **Proposed adoption of Rule 81 - Certification of Eligibles – Fire Department; Section 81.2 – Certification of Entrance Eligible Lists, Rules pertaining to the Uniformed Ranks of the San Francisco Fire Department. (Item No. 6)**

Speakers: None

Action: Adopt proposed Rule amendment. (Vote of 4 to 0)

REQUESTS TO SPEAK

None

ADJOURNMENT

3:55 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

KAREN CLOPTON
PRESIDENT

3/99

SABELLA SAFONT
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
OMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

DOCUMENTS DEPT.
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PUBLIC LIBRARY

AGENDA

Regular Meeting
of
October 18, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 18, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of October 4, 1999

Regular Meeting of October 4, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

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(4) Review of requests for approval of proposed personal services contracts. (File No. 0693-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-99/00	Parking & Traffic Commission	$250,000	To measure and analyze parking and traffic conditions for a residential neighborhood and develop a traffic-calming plan which emphasizes a strong public participation component.	Regular	11/01/00
4068-99/00	Parking & Traffic Commission	$300,000	To conduct on-street and off-street parking supply and demand analysis taking into account different time periods for over 30 neighborhoods in the City. Conduct interviews, prepare reports and attend public meetings.	Regular	12/31/99
4069-99/00	Public Transportation	$250,000	To implement a pilot Back Injury Prevention Program. Contractor will schedule one-on-one appointments to screen, evaluate and familiarize employees for program participation and baseline spinal function using low back machine.	Regular	06/30/00
4070-99/00	Public Utilities Commission (Water)	$1,000,000	To provide advanced facility planning assistance for an anaerobic sludge digestion facility at the Southeast Water Pollution Control Plant.	Regular	06/30/02
4071-99/00	Public Works	$300,000	To provide geotechnical engineering services which include field investigation and evaluation of rockfalls and landslides, slope stability and subsidence.	Regular	09/30/02
4072-99/00	Elections	$794,400	To provide ancillary services to support the new optical scan voting system. Services range from testing and programming all of the precinct ballot counters to producing the ballot layout to final counting of ballots.	Regular	06/30/05

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4073-99/00	Public Utilities Commission (Water)	$1,100,000	To provide expertise and resources to ensure compliance with environmental regulations related to fresh water and marine systems, enhance the quality of source water and receiving water, and minimize the potential for customer complaints.	Regular	11/30/01
4074-99/00	Public Utilities Commission (Water)	$300,000	To perform chemistry testing, monitoring of environmental contaminants and water sample analysis in a certified laboratory. Will train department staff in software application and model.	Regular	05/31/02
4075-99/00	Human Services	$1,600,000	To provide comprehensive employment/training services and social services for refugees. There is also a supplemental program for elderly refugees to provide citizenship and naturalization services.	Regular	09/30/00
4076-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $150,000 New Amount $550,000	To provide business and financial planning analysis services including strategic business planning related to developing and recommending organizational and operational changes.	Regular	12/31/00
4135-97/98	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $75,000 New Amount $225,000	To provide business and rate planning analysis services including strategic business planning related to operational change implementation in competitive market places.	Regular	12/31/00
4179-96/97	Public Utilities Commission (Water)	Increase Amount $300,000 New Amount $900,000	Provide specialized MIS professional services required for the conversion, upgrade, and maintenance of the unified Laboratory Information Management System (LIMS).	Regular	08/01/02

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

(5) Appeal by Vitus C.W. Leung, IFPTE Local 21 of the Human Resources Director's decision to deny a request for extension of the duration of holdover status following the layoff of Howard Wong and Woodrow Jones for Principal Architect (Job Code 5273). (File No. 0566-99-1)

October 4, 1999: Postpone to the meeting of October 18, 1999 at the request of Local 21.

Recommendation: Adopt report. Deny the appeal of Vitus C.W. Leung. Sustain the decision of the Human Resources Director.

HUMAN RESOURCES DIRECTOR'S REPORT

(6) Progress report on Class Consolidation Report. (File No. 0694-99-1)

(7) Report of provisional appointments. (File No. 0695-99-1)

(8) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0696-99-1)

(9) REQUESTS TO SPEAK

(10) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

/99

City and County of San Francisco
Civil Service Commission

Minutes for Regular Meeting
October 18, 1999
2:00 p.m.

CALL TO ORDER AND ROLL CALL

This meeting was canceled due to lack of quorum; all items of business postponed to a future meeting.

MINUTES

Special Meeting of October 4, 1999

Action: Postponed to the meeting of November 1, 1999

Regular Meeting of October 4, 1999

Action: Postponed to the meeting of November 1, 1999

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260

0566-99-1 **Appeal by Vitus C.W. Leung, IFPTE Local 21 of the Human Resources Director's decision to deny a request for extension of the duration of holdover status following the layoff of Howard Wong and Woodrow Jones for Principal Architect (Job Code 5273). (Item No. 5)**

October 4, 1999: Postpone to the meeting of October 18, 1999 at the request of Local 21.

Action: Postpone to the meeting of November 1, 1999.

0693-99-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-99/00	Parking & Traffic Commission	$250,000	To measure and analyze parking and traffic conditions for a residential neighborhood and develop a traffic-calming plan which emphasizes a strong public participation component.	Regular	11/01/00
4068-99/00	Parking & Traffic Commission	$300,000	To conduct on-street and off-street parking supply and demand analysis taking into account different time periods for over 30 neighborhoods in the City. Conduct interviews, prepare reports and attend public meetings.	Regular	12/31/99
4069-99/00	Public Transportation	$250,000	To implement a pilot Back Injury Prevention Program. Contractor will schedule one-on-one appointments to screen, evaluate and familiarize employees for program participation and baseline spinal function using low back machine.	Regular	06/30/00
4070-99/00	Public Utilities Commission (Water)	$1,000,000	To provide advanced facility planning assistance for an anaerobic sludge digestion facility at the Southeast Water Pollution Control Plant.	Regular	06/30/02
4071-99/00	Public Works	$300,000	To provide geotechnical engineering services which include field investigation and evaluation of rockfalls and landslides, slope stability and subsidence.	Regular	09/30/02
4072-99/00	Elections	$794,400	To provide ancillary services to support the new optical scan voting system. Services range from testing and programming all of the precinct ballot counters to producing the ballot layout to final counting of ballots.	Regular	06/30/05
4073-99/00	Public Utilities Commission (Water)	$1,100,000	To provide expertise and resources to ensure compliance with environmental regulations related to fresh water and marine systems, enhance the quality of source water and receiving water, and minimize the potential for customer complaints.	Regular	11/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-99/00	Public Utilities Commission (Water)	$300,000	To perform chemistry testing, monitoring of environmental contaminants and water sample analysis in a certified laboratory. Will train department staff in software application and model.	Regular	05/31/02
4075-99/00	Human Services	$1,600,000	To provide comprehensive employment/training services and social services for refugees. There is also a supplemental program for elderly refugees to provide citizenship and naturalization services.	Regular	09/30/00
4076-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $150,000 New Amount $550,000	To provide business and financial planning analysis services including strategic business planning related to developing and recommending organizational and operational changes.	Regular	12/31/00
4135-97/98	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $75,000 New Amount $225,000	To provide business and rate planning analysis services including strategic business planning related to operational change implementation in competitive market places.	Regular	12/31/00
4179-96/97	Public Utilities Commission (Water)	Increase Amount $300,000 New Amount $900,000	Provide specialized MIS professional services required for the conversion, upgrade, and maintenance of the unified Laboratory Information Management System (LIMS).	Regular	08/01/02

Action: Postpone to the meeting of November 1, 1999.

0694-99-1 Progress report on Class Consolidation Report. (Item No. 6)

Action: Postpone to the meeting of November 1, 1999.

0695-99-1 Report of provisional appointments. (Item No. 7)

Action: Postpone to the meeting of November 1, 1999.

0696-99-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 8)

Action: Postpone to the meeting of November 1, 1999.

REQUESTS TO SPEAK (Item No. 9)

ADJOURNMENT (Item No. 10)

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

/99

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CUTIVE OFFICER

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AGENDA

Regular Meeting
of
November 1, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda.*

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 1, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of October 4, 1999

Regular Meeting of October 4, 1999

Regular Meeting of October 18, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0693-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-99/00	Parking & Traffic Commission	$250,000	To measure and analyze parking and traffic conditions for a residential neighborhood and develop a traffic-calming plan which emphasizes a strong public participation component.	Regular	11/01/00
4068-99/00	Parking & Traffic Commission	$300,000	To conduct on-street and off-street parking supply and demand analysis taking into account different time periods for over 30 neighborhoods in the City. Conduct interviews, prepare reports and attend public meetings.	Regular	12/31/99
4069-99/00	Public Transportation	$250,000	To implement a pilot Back Injury Prevention Program. Contractor will schedule one-on-one appointments to screen, evaluate and familiarize employees for program participation and baseline spinal function using low back machine.	Regular	06/30/00
4070-99/00	Public Utilities Commission (Water)	$1,000,000	To provide advanced facility planning assistance for an anaerobic sludge digestion facility at the Southeast Water Pollution Control Plant.	Regular	06/30/02
4071-99/00	Public Works	$300,000	To provide geotechnical engineering services which include field investigation and evaluation of rockfalls and landslides, slope stability and subsidence.	Regular	09/30/02
4072-99/00	Elections	$794,400	To provide ancillary services to support the new optical scan voting system. Services range from testing and programming all of the precinct ballot counters to producing the ballot layout to final counting of ballots.	Regular	06/30/05

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4073-99/00	Public Utilities Commission (Water)	$1,100,000	To provide expertise and resources to ensure compliance with environmental regulations related to fresh water and marine systems, enhance the quality of source water and receiving water, and minimize the potential for customer complaints.	Regular	11/30/01
4074-99/00	Public Utilities Commission (Water)	$300,000	To perform chemistry testing, monitoring of environmental contaminants and water sample analysis in a certified laboratory. Will train department staff in software application and model.	Regular	05/31/02
4075-99/00	Human Services	$1,600,000	To provide comprehensive employment/training services and social services for refugees. There is also a supplemental program for elderly refugees to provide citizenship and naturalization services.	Regular	09/30/00
4076-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $150,000 New Amount $550,000	To provide business and financial planning analysis services including strategic business planning related to developing and recommending organizational and operational changes.	Regular	12/31/00
4135-97/98	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $75,000 New Amount $225,000	To provide business and rate planning analysis services including strategic business planning related to operational change implementation in competitive market places.	Regular	12/31/00
4179-96/97	Public Utilities Commission (Water)	Increase Amount $300,000 New Amount $900,000	Provide specialized MIS professional services required for the conversion, upgrade, and maintenance of the unified Laboratory Information Management System (LIMS).	Regular	08/01/02

October 18, 1999: Postpone to the meeting of November 1, 1999.

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0731-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-99/00	Airport Commission	$500,000	To provide an electronic document management system (DMS) for the Airport that will eliminate many file cabinets and filing systems. Contractor will also be responsible for systems design installation, systems testing, product support, and training.	Regular	10/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-99/00	Airport Commission	$140,000	To digitize the engineering drawings and store the data in an Airport approved data format. Ultimately, this will afford the Airport with more efficient and effective access to drawings for information and future design.	Regular	05/01/00
4078-99/00	Airport Commission	$70,000	To complete production of new "Security Identification Display Area (SIDA)" training video. Work to include script writing, video production, directing of video, assembly of crew and cast, provision of equipment, animation, sound design and music.	Regular	03/15/00
4079-99/00	Airport	$29,500,000	To manage and operate the Airport's door-to-door van curb coordination program, taxicab dispatching program, and monitor the Airport's scheduled transit and limousine loading zones. In addition, provide customer service information to Airport patrons.	Regular	12/31/04
4080-99/00	Port	$950,000	Will provide teams of consultants for waterfront development projects. Teams will have expertise in a variety of fields including real estate research and analysis; site planning and urban design; and historic preservation.	Regular	09/30/03
4081-99/00	Public Health	$900,000	To provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	Regular	12/31/04
4082-99/00	Public Health	$650,000	To provide as-needed seismic safety evaluation surveys and reports, space and accessibility planning review, and Inspector of Record services for CHN hospitals and clinical facilities for compliance with State and Federal mandates.	Regular	01/31/03
4083-99/00	Public Works	$200,000	To assist City in construction support service during the construction phase for the Seismic Retrofit and Rehabilitation of Third Street Bridge which includes providing engineering services for mechanical and electrical work.	Regular	06/30/00
4084-99/00	Parking & Traffic Commission	$500,000	To provide overall project management and design services for implementation of the initial phase of a transportation management system. Work to include developing system requirements for central software/hardware, and construction oversight.	Regular	08/02/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4085-99/00	City Administrator's Office	$150,000	To provide technical assistance to people, businesses and institutions that generate food and other organic waste. Work to include training in waste reduction, recovery (use of food waste) and recycling.	Regular	10/31/02
4086-99/00	Human Services	$2,007,115	To provide vocational rehabilitation to PAES, TANF and One Stop Career Center participants with disabilities. Services to include vocational assessment, situational assessment, work adjustment, and fiscal tracking and employee related services.	Regular	06/30/01
4087-99/00	Human Services	$186,850	To provide truancy prevention services to middle school students in CalWORKs families. In addition, provide information and referral services regarding truancy prevention services citywide.	Regular	06/30/00
2023-98/99	Public Health	Increase Amount $435,000 New Amount $1,035,000	To provide evaluation, media, and fiscal sponsor services for Community Capacity Building Training Center to implement state approved comprehensive tobacco control plan.	Continuing	06/30/01
4062-98/99	Airport Commission	Increase Amount $450,000 New Amount $2,249,645	To continue to provide Program Management to Airport's Year 2000 Program. This will consist of the coordination, audit and independent verification functions with the City and County of San Francisco.	Regular	06/30/00
4080-96/97	Airport Commission	Increase Amount $4,000,000 New Amount $9,000,000	To provide environmental consulting services to continue supporting the Master Plan activities and maintaining the Airport's compliance with the environmental laws.	Regular	10/30/04

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) Proposed Civil Service Commission Meeting Schedule for Calendar Year 2000. (File No. 0698-99-1)

Recommendation: Adopt.

REGULAR AGENDA

(7) **Appeal by Vitus C.W. Leung, IFPTE Local 21 of the Human Resources Director's decision to deny a request for extension of the duration of holdover status following the layoff of Howard Wong and Woodrow Jones for Principal Architect (Job Code 5273). (File No. 0566-99-1)**

October 4, 1999: Postpone to the meeting of October 18, 1999 at the request of Local 21.

October 18, 1999: Postpone to the meeting of November 1, 1999.

Recommendation: Adopt report. Deny the appeal of Vitus C.W. Leung. Sustain the decision of the Human Resources Director.

(8) **Appeal by Roderick Robbins of background rejection for Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0596-99-4)**

October 4, 1999: Postpone to the meeting of November 1, 1999.

Recommendation: Adopt report. Deny the appeal of Roderick Robbins. Sustain the decision of the Human Resources Director.

(9) **Appeals of the decision of the Human Resources Director to cancel the results of the examinations for Principal Accountant (Job Code 1654) and Senior Systems Accountant (Job Code 1657).**

Recommendation: Deny the appeals and cancel all results of the examinations for Principal Accountant (Job Code 1654) and Senior Systems Accountant (Job Code 1657).

HUMAN RESOURCES DIRECTOR'S REPORT

(10) **Progress report on Class Consolidation Report. (File No. 0694-99-1)**

October 18, 1999: Postpone to the meeting of November 1, 1999.

(11) **Report of provisional appointments. (File No. 0695-99-1)**

October 18, 1999: Postpone to the meeting of November 1, 1999.

(12) **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0696-99-1)**

October 18, 1999: Postpone to the meeting of November 1, 1999.

(13) EXECUTIVE OFFICER'S REPORT

Activities of the Civil Service Department from July 1, 1999 through October 15, 1999. (File No. 0742-99-1)

(14) REQUESTS TO SPEAK

(15) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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/1/99

KAREN CLOPTON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
OMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

MINUTES

Regular Meeting
November 1, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Excused
Commissioner A. Lee Munson	Excused
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

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Commissioner Clopton presided.

MINUTES

Special Meeting of October 4, 1999

Action: Approve. (Vote of 3 to 0)

Regular Meeting of October 4, 1999

Action: Approve. (Vote of 3 to 0)

Regular Meeting of October 18, 1999

Action: Approve. (Vote of 3 to 0)

0566-99-1 **Appeal by Vitus C.W. Leung, IFPTE Local 21 of the Human Resources Director's decision to deny a request for extension of the duration of holdover status following the layoff of Howard Wong and Woodrow Jones for Principal Architect (Job Code 5273). (Item No. 7)**

October 4, 1999:	Postpone to the meeting of October 18, 1999 at the request of Local 21.
October 18, 1999:	Postpone to the meeting of November 1, 1999.
Speakers:	Vitus C.W. Leung, Local 21 Representative Jim Horan, Department of Public Works Vernon Nulph, Department of Human Resources
Action:	Grant the appeal and extend holdover rights for six (6) months from November 1, 1999. (Vote of 3 to 0)

0596-99-4 **Appeal by Roderick Robbins of background rejection for Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 8)**

October 4, 1999:	Postpone to the meeting of November 1, 1999.
Speakers:	Faith Van Putten, Public Transportation Department Roderick Robbins
Action:	Adopt report. Deny the appeal of Roderick Robbins. Sustain the decision of the Human Resources Director. (Vote of 3 to 0)

0609-99-4 **Appeals of the decision of the Human Resources Director to cancel the results of the examinations for Principal Accountant (Job Code 1654) and Senior Systems Accountant (Job Code 1657). (Item No. 9)**

Request for continuance by John E. Jones, attorney for Aurora Rafael, appellant to the decision of the Human Resources Director to cancel the results of the examination for Principal Accountant (Job Code 1654) and Senior Systems Accountant (Job Code 1657). Request for continuance denied. (Vote of 3 to 0)

0609-99-4 **(continued)**

Speakers:
Candace Heurlin, Department of Human Resources
Jossie Alegre
Tristan Levardo
John E. Jones, Attorney for Aurora Rafael
Amelia Sandro
Pattie Tamura, Local 790
Fernando Urbano

Action: Deny the appeals and cancel all results of the examinations for Principal Accountant (Job Code 1654) and Senior Systems Accountant (Job Code 1657). (Vote of 3 to 0)

0693-99-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-99/00	Parking & Traffic Commission	$250,000	To measure and analyze parking and traffic conditions for a residential neighborhood and develop a traffic-calming plan which emphasizes a strong public participation component.	Regular	11/01/00
4068-99/00	Parking & Traffic Commission	$300,000	To conduct on-street and off-street parking supply and demand analysis taking into account different time periods for over 30 neighborhoods in the City. Conduct interviews, prepare reports and attend public meetings.	Regular	12/31/99
4069-99/00	Public Transportation	$250,000	To implement a pilot Back Injury Prevention Program. Contractor will schedule one-on-one appointments to screen, evaluate and familiarize employees for program participation and baseline spinal function using low back machine.	Regular	06/30/00
4070-99/00	Public Utilities Commission (Water)	$1,000,000	To provide advanced facility planning assistance for an anaerobic sludge digestion facility at the Southeast Water Pollution Control Plant.	Regular	06/30/02
4071-99/00	Public Works	$300,000	To provide geotechnical engineering services which include field investigation and evaluation of rockfalls and landslides, slope stability and subsidence.	Regular	09/30/02
4072-99/00	Elections	$794,400	To provide ancillary services to support the new optical scan voting system. Services range from testing and programming all of the precinct ballot counters to producing the ballot layout to final counting of ballots.	Regular	06/30/05

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4073-99/00	Public Utilities Commission (Water)	$1,100,000	To provide expertise and resources to ensure compliance with environmental regulations related to fresh water and marine systems, enhance the quality of source water and receiving water, and minimize the potential for customer complaints.	Regular	11/30/01
4074-99/00	Public Utilities Commission (Water)	$300,000	To perform chemistry testing, monitoring of environmental contaminants and water sample analysis in a certified laboratory. Will train department staff in software application and model.	Regular	05/31/02
4075-99/00	Human Services	$1,600,000	To provide comprehensive employment/training services and social services for refugees. There is also a supplemental program for elderly refugees to provide citizenship and naturalization services.	Regular	09/30/00
4076-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $150,000 New Amount $550,000	To provide business and financial planning analysis services including strategic business planning related to developing and recommending organizational and operational changes.	Regular	12/31/00
4135-97/98	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $75,000 New Amount $225,000	To provide business and rate planning analysis services including strategic business planning related to operational change implementation in competitive market places.	Regular	12/31/00
4179-96/97	Public Utilities Commission (Water)	Increase Amount $300,000 New Amount $900,000	Provide specialized MIS professional services required for the conversion, upgrade, and maintenance of the unified Laboratory Information Management System (LIMS).	Regular	08/01/02

October 18, 1999: Postpone to the meeting of November 1, 1999.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0694-99-1 Progress report on Class Consolidation Report. (Item No. 10)

October 18, 1999: Postpone to the meeting of November 1, 1999.

Action: Report received; file.

0695-99-1 **Report of provisional appointments. (Item No. 11)**

October 18, 1999: Postpone to the meeting of November 1, 1999.

Action: Report received; file.

0696-99-1 **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 12)**

October 18, 1999: Postpone to the meeting of November 1, 1999.

Action: Report received; file.

0698-99-1 **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2000. (Item No. 6)**

Speakers: None.

Action: Adopt. (Vote of 3 to 0)

0731-99-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-99/00	Airport Commission	$500,000	To provide an electronic document management system (DMS) for the Airport that will eliminate many file cabinets and filing systems. Contractor will also be responsible for systems design installation, systems testing, product support, and training.	Regular	10/30/01
4077-99/00	Airport Commission	$140,000	To digitize the engineering drawings and store the data in an Airport approved data format. Ultimately, this will afford the Airport with more efficient and effective access to drawings for information and future design.	Regular	05/01/00
4078-99/00	Airport Commission	$70,000	To complete production of new "Security Identification Display Area (SIDA)" training video. Work to include script writing, video production, directing of video, assembly of crew and cast, provision of equipment, animation, sound design and music.	Regular	03/15/00
4079-99/00	Airport	$29,500,000	To manage and operate the Airport's door-to-door van curb coordination program, taxicab dispatching program, and monitor the Airport's scheduled transit and limousine loading zones. In addition, provide customer service information to Airport patrons.	Regular	12/31/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4080-99/00	Port	$950,000	Will provide teams of consultants for waterfront development projects. Teams will have expertise in a variety of fields including real estate research and analysis; site planning and urban design; and historic preservation.	Regular	09/30/03
4081-99/00	Public Health	$900,000	To provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	Regular	12/31/04
4082-99/00	Public Health	***$550,000*** ***AMENDED***	To provide as-needed seismic safety evaluation surveys and reports, space and accessibility planning review, and Inspector of Record services for CHN hospitals and clinical facilities for compliance with State and Federal mandates. ***References to architectural work and as-needed removed.***	Regular	01/31/03
4083-99/00	Public Works	$200,000	To assist City in construction support service during the construction phase for the Seismic Retrofit and Rehabilitation of Third Street Bridge which includes providing engineering services for mechanical and electrical work.	Regular	06/30/00
4084-99/00	Parking & Traffic Commission	$500,000	To provide overall project management and design services for implementation of the initial phase of a transportation management system. Work to include developing system requirements for central software/hardware, and construction oversight.	Regular	08/02/02
4085-99/00	City Administrator's Office	$150,000	To provide technical assistance to people, businesses and institutions that generate food and other organic waste. Work to include training in waste reduction, recovery (use of food waste) and recycling.	Regular	10/31/02
4086-99/00	Human Services	$2,007,115	To provide vocational rehabilitation to PAES, TANF and One Stop Career Center participants with disabilities. Services to include vocational assessment, situational assessment, work adjustment, and fiscal tracking and employee related services.	Regular	06/30/01
4087-99/00	Human Services	$186,850	To provide truancy prevention services to middle school students in CalWORKs families. In addition, provide information and referral services regarding truancy prevention services citywide.	Regular	06/30/00
2023-98/99	Public Health	Increase Amount $435,000 New Amount $1,035,000	To provide evaluation, media, and fiscal sponsor services for Community Capacity Building Training Center to implement state approved comprehensive tobacco control plan.	Continuing	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4062-98/99	Airport Commission	Increase Amount $450,000 New Amount $2,249,645	To continue to provide Program Management to Airport's Year 2000 Program. This will consist of the coordination, audit and independent verification functions with the City and County of San Francisco.	Regular	06/30/00
4080-96/97	Airport Commission	Increase Amount $4,000,000 New Amount $9,000,000	To provide environmental consulting services to continue supporting the Master Plan activities and maintaining the Airport's compliance with the environmental laws.	Regular	10/30/04

Speakers: Galen Leung, Department of Public Health on PSC #4082-99/00

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0742-99-1 Activities of the Civil Service Department from July 1, 1999 through October 15, 1999. (Item No. 13)

Action: Report received; file.

REQUESTS TO SPEAK

None

ADJOURNMENT

2:55 p.m.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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KAREN CLOPTON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

Regular Meeting
of
November 15, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

DOCUMENTS DEPT.

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Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 15, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of November 1,, 1999

Regular Meeting of November 1, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0779-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4088-99/00	Public Works	$1,300,000	To provide as-needed environmental, scientific and laboratory consultation services which include rapid and cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, and regulatory negotiations.	Regular	12/30/01
4089-99/00	Airport Commission	$308,000	To provide full architectural and engineering services in conjunction with the Department of Public Works for the Airport Sr. Admin. Offices. Work to include architectural, mechanical, acoustical and electrical engineering, interior design, and cost estimating.	Regular	12/30/00
4090-99/00	Juvenile Probation	$188,000	To provide a collaborative multi-agency program for at-risk youth and repeat offenders that establishes an academic, sports, creative arts and performing arts curriculum in order to help prevent delinquency and reduce the recidivism rate.	Regular	06/30/00
4091-99/00	Adult Probation	$250,000	To evaluate the NETWORK program to determine whether women who participate in NETWORK achieve better outcomes over time than women who do not participate in the program who are in the Criminal Justice System.	Regular	09/30/00
4092-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	$3,100,000	To design, build and operate a 2.05 megawatt cogeneration facility of the PUC's Southeast Pollution Control Plant.	Regular	12/31/01
4093-99/00	Public Utilities Commission (Water)	$1,100,000	To assist with treatment optimization studies at Sunol and Millbrae plants for compliance with existing and future regulatory requirements. Also, improvements for Fluoride Station and Balancing Reservoir, and Sanitary Surveys for watershed/source waters.	Regular	11/01/01

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PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4094-99/00	Public Health	$750,000	To provide on-call, back-up, as-needed medical transcription services whenever there is a backlog in the various divisions of the Department of Public Health's Community Health Network.	Regular	06/30/03
4095-99/00	Art Commission	$700,000	To complete restoration of all mechanical and artistic elements of the historic Denzel carousel. Work includes removal of animals in phases, stripping and painting to original designs, complete mechanical overhaul and replacement of parts when necessary.	Regular	12/31/01
4005-98/99	Public Works	Increase Amount $375,000 New Amount $475,000	To provide environmental and civil engineering expertise to review and comment on the Navy's proposed and ongoing remedial efforts to cleanup Treasure Island for development.	Regular	10/01/00
4026-99/00	Airport Commission	Increase Amount $1,571,000 New Amount $1,646,000	To implement the Phase II project workplan developed in Phase I Requirements Analysis. Work to include the delivery of an Airport website for the travel-related industries to obtain information and do business.	Regular	11/30/00
4184-98/99	Airport Commission	Increase Amount $50,000 New Amount $130,000	To provide professional consulting services to the Airport Director related to FAA Air Traffic Control procedures to mitigate aircraft noise and coordinate the Airport's noise mitigation efforts with FAA facilities.	Regular	08/31/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) Review of requests for approval of proposed personal services contracts. (File No. 0787-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4096-99/00	Airport Commission	$2,000,000	To provide refined forecast of demand, airfield layout and dimensions, detailed regional airspace analysis, arrival and departure capacity analyses, facility requirements analyses, and construction sequencing for the proposed runway reconfiguration project.	Regular	10/31/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

(6) **Appeal by Sean DiVarco of background rejection for Police Officer (Job Code Q-2), San Francisco Police Department. (File No. 0564-99-4)**

Recommendation: Adopt report. Deny appeal of Mr. DiVarco. Sustain the decision of the Chief of Police.

(7) **Appeal by E. Lee Okumoto of the Human Resources Director's decision on the rejection of the application for Senior Administrative Analyst (Job Code 1823). (File No. 0634-99-4)**

Recommendation: Adopt report. Deny appeal of Ms. Okumoto. Sustain the decision of the Human Resources Director.

(8) **Appeal by Wes R. Easley of background rejection for Police Officer (Job Code Q-2), San Francisco Police Department. (File No. 0671-99-4)**

Recommendation: Adopt report. Deny appeal of Mr. Easley. Sustain the decision of the Chief of Police.

(9) **Appeal by Bennette Nulph of the minimum qualifications for Transit Manager I (Job Code 9140) Public Transportation Department. (File No. 0726-99-4)**

Recommendation: Adopt report. Deny the appeal of minimum qualifications on Transit Manager I (Job Code 9140) examination announcement by Ms. Nulph.

(10) **Appeal by Nancy Hoogendyk and Tristan Levardo of the Human Resources Director's decision to reject applications for Senior Administrative Analyst (Job Code 1823) and Marguerite Versher for Principal Administrative Analyst (Job Code 1824). (File No. 0780-99-4)**

Recommendation: Adopt report. Deny appeal of the Human Resources Director's decision on the rejection of applications for examination of Ms. Nancy Hoogendyk and Mr. Tristan Levardo for Senior Administrative Analyst (Job Code 1823) and Ms. Marguerite I. Versher for Principal Administrative Analyst (Job Code 1824).

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) Determination of future employment: termination of permanent appointment of Jimmy Scallion, Stationary Engineer (Job Code 7334) Public Transportation Department. (File No. 0129-99-7)

April 5, 1999: Postpone to the meeting of April 19, 1999 at the request of Mr. John DiNapoli, Attorney.

April 19, 1999: Postpone to the meeting of May 3, 1999 at the request of Mr. John DiNapoli, Attorney.

May 3, 1999: Off calendar. The Public Transportation Department to provide additional information.

Recommendation of the Public Transportation Department:

1) Cancel any current examination and eligibility status;
2) Future employment subject to the review and approval of the Human Resources director after satisfactory completion of two (2) years work experience outside the City and County service;
3) Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; and
4) No future employment with the Public Transportation Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(12) Report of exempt positions under Charter Categories 10.104-16 through 10.104.18. (File No. 0777-99-1)

(13) Progress report on Class Consolidation Report. (File No. 0778-99-1)

(14) REQUESTS TO SPEAK

(15) ADJOURNMENT

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COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
November 15, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Excused
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

MINUTES

Special Meeting of November 1, 1999

Action: Approve. (Vote of 3 to 0)

Regular Meeting of November 1, 1999

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

Due to various Winter holidays in December, the Civil Service Commission Meeting of December 20, 1999 is canceled. The Commission will meet once in December, on Monday, December 6, 1999.

In addition, the meeting of January 3, 2000 is canceled. A Special Meeting will be held on Wednesday, January 5, 2000 at 2:00 p.m. in commemoration of the 100th Anniversary of the Commission. Regular business of the Civil Service Commission will be conducted following the commemoration.

0129-99-7 **Determination of future employment: termination of permanent appointment of Jimmy Scallion, Stationary Engineer (Job Code 7334) Public Transportation Department. (Item No. 11)**

Speakers: None.

Action:
1) Cancel any current examination and eligibility status;
2) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service;
3) Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; and
4) No future employment with the Public Transportation Department. (Vote of 3 to 0) Mr. Scallion failed to appear.

0564-99-4 **Appeal by Sean DiVarco of background rejection for Police Officer (Job Code Q-2), San Francisco Police Department. (Item No. 6)**

Speakers: None.

Action: Postpone to the meeting of January 5, 2000 at the request of the San Francisco Police Department. (Vote of 3 to 0)

0634-99-4 **Appeal by E. Lee Okumoto of the Human Resources Director's decision on the rejection of the application for Senior Administrative Analyst (Job Code 1823). (Item No. 7)**

Speakers: None.

Action: Postpone to the meeting of December 6, 1999 at the request of E. Lee Okumoto. (Vote of 3 to 0)

0671-99-4 Appeal by Wes R. Easley of background rejection for Police Officer (Job Code Q-2), San Francisco Police Department. (Item No. 8)

Speakers: None.

Action: Postpone to the meeting of January 5, 2000 at the request of the San Francisco Police Department. (Vote of 3 to 0)

0726-99-4 Appeal by Bennette Nulph of the minimum qualifications for Transit Manager I (Job Code 9140) Public Transportation Department. (Item No. 9)

Speakers: None.

Action: Postpone to the meeting of December 6, 1999 at the request of Bennette Nulph. (Vote of 3 to 0)

0777-99-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 12)

Action: Report received; file.

0778-99-1 Progress report on Class Consolidation Report. (Item No. 13)

Action: Report received; file.

0779-99-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4088-99/00	Public Works	$1,300,000	To provide as-needed environmental, scientific and laboratory consultation services which include rapid and cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, and regulatory negotiations.	Regular	12/30/01
4089-99/00	Airport Commission	$308,000	To provide full architectural and engineering services in conjunction with the Department of Public Works for the Airport Sr. Admin. Offices. Work to include architectural, mechanical, acoustical and electrical engineering, interior design, and cost estimating.	Regular	12/30/00
4090-99/00	Juvenile Probation	$188,000	To provide a collaborative multi-agency program for at-risk youth and repeat offenders that establishes an academic, sports, creative arts and performing arts curriculum in order to help prevent delinquency and reduce the recidivism rate.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4091-99/00	Adult Probation	$250,000	To evaluate the NETWORK program to determine whether women who participate in NETWORK achieve better outcomes over time than women who do not participate in the program who are in the Criminal Justice System.	Regular	09/30/00
4092-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	$3,100,000	To design, build and operate a 2.05 megawatt cogeneration facility of the PUC's Southeast Pollution Control Plant.	Regular	12/31/01
4093-99/00	Public Utilities Commission (Water)	$1,100,000	To assist with treatment optimization studies at Sunol and Millbrae plants for compliance with existing and future regulatory requirements. Also, improvements for Fluoride Station and Balancing Reservoir, and Sanitary Surveys for watershed/source waters.	Regular	11/01/01
4094-99/00	Public Health	$750,000	To provide on-call, back-up, as-needed medical transcription services whenever there is a backlog in the various divisions of the Department of Public Health's Community Health Network.	Regular	06/30/03
4095-99/00	Art Commission	$700,000	To complete restoration of all mechanical and artistic elements of the historic Denzel carousel. Work includes removal of animals in phases, stripping and painting to original designs, complete mechanical overhaul and replacement of parts when necessary.	Regular	12/31/01
4005-98/99	Public Works	Increase Amount $375,000 New Amount $475,000	To provide environmental and civil engineering expertise to review and comment on the Navy's proposed and ongoing remedial efforts to cleanup Treasure Island for development.	Regular	10/01/00
4026-99/00	Airport Commission	Increase Amount $1,571,000 New Amount $1,646,000	To implement the Phase II project workplan developed in Phase I Requirements Analysis. Work to include the delivery of an Airport website for the travel-related industries to obtain information and do business.	Regular	11/30/00
4184-98/99	Airport Commission	Increase Amount $50,000 New Amount $130,000	To provide professional consulting services to the Airport Director related to FAA Air Traffic Control procedures to mitigate aircraft noise and coordinate the Airport's noise mitigation efforts with FAA facilities.	Regular	08/31/00

Speakers: Leslie Abbott, Local 21 on PSC #4089-99/00
Gabe Karol, Airport Commission

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0780-99-4 Appeal by Nancy Hoogendyk and Tristan Levardo of the Human Resources Director's decision to reject applications for Senior Administrative Analyst (Job Code 1823) and Marguerite Versher for Principal Administrative Analyst (Job Code 1824). (Item No. 10)

Speakers: Robert Pritchard, Department of Human Resources
Tristan Levardo
Nancy Hoogendyk
Marguerite I. Versher

Action: Adopt report. Deny appeal of the Human Resources Director's decision on the rejection of applications for examination of Ms. Nancy Hoogendyk and Mr. Tristan Levardo for Senior Administrative Analyst (Job Code 1823) (Vote of 3 to 0)

The appeal of Marguerite I. Versher was carried over to the meeting of January 5, 2000 to allow Department of Human Resources review of additional information provided by the appellant to support her claim that the scope of work performed would qualify for Principal Administrative Analyst (Job Code 1824). (Vote of 3 to 0)

0787-99-8 Review of request for approval of proposed personal services contract. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4096-99/00	Airport Commission	$2,000,000	To provide refined forecast of demand, airfield layout and dimensions, detailed regional airspace analysis, arrival and departure capacity analyses, facility requirements analyses, and construction sequencing for the proposed runway reconfiguration project.	Regular	10/31/01

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

REQUESTS TO SPEAK

None.

ADJOURNMENT

3:00 p.m.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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2/6/99

KAREN CLOPTON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

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Regular Meeting
of
December 6, 1999

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda.*

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 6, 1999
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of November 15, 1999

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0820-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4098-99/00	Art Commission	$100,000	To complete the restoration of the Buddha in the Japanese Tea Garden in Golden Gate Park. Services include the coordinated removal and reinstallation of the sculpture, repair to armature, and conservation and repair of the sculpture's surfaces.	Regular	12/31/01
4099-99/00	Adult Probation	$220,229	To provide the necessary staffing and distribution of the funds for the Criminal Justice Treatment Grant for Women.	Regular	9/30/00
4100-99/00	Airport Commission	$306,000	To perform a time-intensive assessment of sites near San Francisco International Airport that are conducive to restoration for supporting oysters and herring; and establish an electronic repository to catalogue and access collected information.	Regular	12/14/00
4101-99/00	Juvenile Probation	$72,000	To provide a comprehensive strategic master plan for the Juvenile Probation Department. Designed to enhance and improve the Department by addressing goals and priorities of management/ administration, monitoring, evaluating, and internal/external communication.	Regular	06/30/00
4102-99/00	Juvenile Probation	$86,074	To provide a comprehensive computer based program to deal specifically with high-risk youth who have suffered from social-emotional factors and academic problems. In addition, provide guidance in solving and intervening with problematic social behaviors.	Regular	06/30/00
4103-99/00	Juvenile Probation	$140,000	To provide a fiscal agent to administer TANF Funds to community-based organizations, agencies or individuals doing business on the behalf of youth on probation in the San Francisco Bay Area.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4104-99/00	Public Utilities Commission (Water)	$1,500,000	To provide construction management and specialized field inspection services for the San Francisco Water Supervisory Control and Data Acquisition (SCADA) project per an Appeals Court decision.	Regular	12/31/01
4106-99/00	Public Transportation	$400,000	To provide outreach services to obtain community consensus and support for Muni's construction projects. Including work with Assessor's office, development of flyers/letters, database graphics, and facilitation at meetings.	Regular	12/31/03
339-90/91	Public Transportation	Increase Amount $1,709,174 New Amount $4,608,174	To provide specialized architectural, engineering, and environmental services to complete the design documents for the Islais Creek Bus Maintenance Facility. To also provide field construction support to insure design compliance.	Regular	05/31/02
387-94/95	Public Utilities Commission (Water)	Increase Amount $311,000 New Amount $4,351,058	To continue to provide services for land planning, engineering, environmental and economic consulting services for land use and development entitlements of the Alameda County Bernal Avenue Master Plan.	Regular	03/31/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) **Certification of the highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (File No. 0816-99-3)**

Recommendation: Adopt report; forward to Board of Supervisors.

(6) **Request to extend Civil Service Commission Rule 13 – Certification of Eligibles, Section 13.2.3 – Expansion of Certification Rules. (File No. 0817-99-5)**

Recommendation: Direct the Civil Service Commission Executive Officer to notify employee organizations of the Department of Human Resources Director's recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 2000.

REGULAR AGENDA

(7) **Appeal by E. Lee Okumoto of the Human Resources Director's decision on the rejection of the application for Senior Administrative Analyst (Job Code 1823). (File No. 0634-99-4)**

November 15, 1999:	Postponed to the meeting of December 6, 1999 at the request of E. Lee Okumoto.
Recommendation:	Adopt report. Deny appeal of Ms. Okumoto. Sustain the decision of the Human Resources Director.

(8) **Appeal by Rosita Lucas of the Human Resources Director's decision on the rejection of her application for examination for Research Assistant (Job Code 1802). (File No. 0751-99-4)**

Recommendation:	Adopt report. Deny the appeal of Rosita Lucas and confirm her rejection from the Research Assistant examination based on failure to possess the minimum qualifications.

(9) **Appeal by Bennette Nulph of the minimum qualifications for Transit Manager I (Job Code 9140) Public Transportation Department. (File No. 0726-99-4)**

November 15, 1999:	Postponed to the meeting of December 6, 1999 at the request of Bennette Nulph.
Recommendation:	Adopt report. Deny the appeal of minimum qualifications on Transit Manager I (Job Code 9140) examination announcement by Ms. Nulph.

(10) **Appeal by Bennette Nulph, Jay Johnson, Kenneth Lee, Robert Mason, Anthony Lewis, Victor Shakir, Donaldson Shumpert, Sarita Britt, Debra Hutchings, and Reginald McCray of the Human Resources Director's decision on the rejection of applications for examination for Transit Manager I (Job Code 9140) Public Transportation Department. (File No. 0815-99-4)**

Recommendation:	Adopt report. Deny the appeals of the Human Resources Director's decision on the rejection of applications for Transit Manager I (Job Code 9140) examination for Bennette Nulph, Jay Johnson, Kenneth Lee, Robert Mason, Anthony Lewis, Victor Shakir, Donaldson Shumpert, Sarita Britt, Debra Hutchings, and Reginald McCray.

(11) Appeal by Robert Mason, Sarita Britt, Debra Hutchings, and Reginald McCray of the Human Resources Director's decision on the rejection of applications for examination for Transit Manager II (Job Code 9141) Public Transportation Department. (File No. 0814-99-4)

Recommendation: Adopt report. Deny the appeals of the Human Resources Director's decision on the rejection of applications for Transit Manager II (Job Code 9141) examination for Robert Mason, Sarita Britt, Debra Hutchings, and Reginald McCray.

HUMAN RESOURCES DIRECTOR'S REPORT

(12) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0818-99-1)

(13) Progress report on Class Consolidation Report. (File No. 0819-99-1)

(14) REQUESTS TO SPEAK

(15) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

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/6/99

KAREN CLOPTON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

Regular Meeting
December 6, 1999

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:05 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present (Missed items 1-6)
Commissioner Rosabella Safont	Present

Commissioner Clopton presided.

MINUTES

Regular Meeting of November 15, 1999

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

Due to various Winter holidays in December, the Civil Service Commission Meeting of December 20, 1999 is canceled.

The meeting of January 3, 2000 is canceled. A Special Meeting will be held on Wednesday, January 5, 2000 at 2:00 p.m. in commemoration of the 100th Anniversary of the Commission. Regular business of the Civil Service Commission will be conducted following the commemoration.

Due to the legal holiday occurring on Monday, January 17, 2000 (Martin Luther King, Jr. Birthday Holiday), the regular Civil Service Commission meeting is canceled.

The new website address for the Civil Service Commission was announced as follows:

www.ci.sf.ca.us/civil_service/

0634-99-4 **Appeal by E. Lee Okumoto of the Human Resources Director's decision to reject her application for Senior Administrative Analyst (Job Code 1823). (Item No. 7)**

November 15, 1999:	Postponed to the meeting of December 6, 1999, at the request of E. Lee Okumoto.
Speakers:	Robert Pritchard, Department of Human Resources E. Lee Okumoto
Action:	Adopt report. Deny appeal of Ms. Okumoto. Sustain the decision of the Human Resources Director. (Vote of 5 to 0)

0726-99-4 **Appeal by Bennette Nulph of the minimum qualifications for Transit Manager I (Job Code 9140) Public Transportation Department. (Item No. 9)**

November 15, 1999:	Postponed to the meeting of December 6, 1999, at the request of Bennette Nulph.
Speakers:	Nancy Woo, Public Transportation Department Bennette Nulph
Action:	Adopt report. Deny the appeal of minimum qualifications for Transit Manager I (Job Code 9140) examination announcement by Ms. Nulph. (Vote of 5 to 0)

0751-99-4 **Appeal by Rosita Lucas of the Human Resources Director's decision on the rejection of her application for examination for Research Assistant (Job Code 1802). (Item No. 8)**

Speakers:
Bette Thomas, Department of Human Resources
Rosita Lucas

Action: Adopt report. Deny the appeal of Rosita Lucas. Sustain the decision of the Human Resources Director. (Vote of 5 to 0)

0814-99-4 **Appeal by Robert Mason, Sarita Britt, Debra Hutchings, and Reginald McCray of the Human Resources Director's decision on the rejection of applications for examination for Transit Manager II (Job Code 9141) Public Transportation Department. (Item No. 11)**

Speakers:
Nancy Woo, Public Transportation Department
Reginald McCray

Action: Adopt report. Deny the appeals of the Human Resources Director's decision on the rejection of applications for Transit Manager II (Job Code 9141) examination for Robert Mason and Debra Hutchings. Mr. Mason and Ms. Hutchings failed to appear. (Vote of 5 to 0)

The appeal by Sarita Britt was postponed to the meeting of January 5, 2000, at the request of the Public Transportation Department. (Vote of 5 to 0)

The appeal by Reginald McCray was postponed to the meeting of January 5, 2000, at the request of Mr. McCray. (Vote of 5 to 0)

0815-99-4 **Appeal by Bennette Nulph, Jay Johnson, Kenneth Lee, Robert Mason, Anthony Lewis, Victor Shakir, Donaldson Shumpert, Sarita Britt, Debra Hutchings, and Reginald McCray of the Human Resources Director's decision on the rejection of applications for examination for Transit Manager I (Job Code 9140) Public Transportation Department. (Item No. 10)**

Speakers:
Nancy Woo, Public Transportation Department
Jay Johnson
Cindy Monroe, Public Transportation Department
Alice Fialkin, Transport Workers Union, Local 200

0815-99-4 (continued)

Action: Adopt report. Deny the appeals of the Human Resources Director's decision on the rejection of applications for Transit Manager I (Job Code 9140) examination for Bennette Nulph, Robert Mason, Donaldson Shumpert, and Debra Hutchings. Mr. Mason, Mr. Shumpert, Ms. Nulph and Ms. Hutchings failed to appear. (Vote of 5 to 0)

The appeal by Sarita Britt was postponed to the meeting of January 5, 2000, at the request of the Public Transportation Department. (Vote of 5 to 0)

The appeal of Anthony Lewis was postponed to the meeting of January 5, 2000, at the request of Mr. Lewis. (Vote of 5 to 0)

The appeal by Jay Johnson, Kenneth Lee, Victor Shakir, and Reginald McCray was postponed to the meeting of January 5, 2000, pending review by the Human Resources Director. (Vote of 5 to 0)

0816-99-3 Certification of the highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (Item No. 5)

Speakers: None.

Action: Adopt report; forward to Board of Supervisors. (Vote of 4 to 0)

0817-99-5 Request to extend Civil Service Commission Rule 13 – Certification of Eligibles, Section 13.2.3 – Expansion of Certification Rules. (Item No. 6)

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to notify employee organizations of the Department of Human Resources Director's recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 2000. (Vote of 4 to 0)

0818-99-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 12)

Action: Report received; file.

0819-99-1 Progress report on Class Consolidation Report. (Item No. 13)

Action: Report received; file.

0820-99-8. Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4098-99/00	Art Commission	$100,000	To complete the restoration of the Buddha in the Japanese Tea Garden in Golden Gate Park. Services include the coordinated removal and reinstallation of the sculpture, repair to armature, and conservation and repair of the sculpture's surfaces.	Regular	12/31/01
4099-99/00	Adult Probation	$220,229	To provide the necessary staffing and distribution of the funds for the Criminal Justice Treatment Grant for Women.	Regular	9/30/00
4100-99/00	Airport Commission	$306,000	To perform a time-intensive assessment of sites near San Francisco International Airport that are conducive to restoration for supporting oysters and herring; and establish an electronic repository to catalogue and access collected information.	Regular	12/14/00
4101-99/00	Juvenile Probation	$72,000	To provide a comprehensive strategic master plan for the Juvenile Probation Department. Designed to enhance and improve the Department by addressing goals and priorities of management/ administration, monitoring, evaluating, and internal/external communication.	Regular	06/30/00
4102-99/00	Juvenile Probation	$86,074	To provide a comprehensive computer based program to deal specifically with high-risk youth who have suffered from social-emotional factors and academic problems. In addition, provide guidance in solving and intervening with problematic social behaviors.	Regular	06/30/00
4103-99/00	Juvenile Probation	$140,000	To provide a fiscal agent to administer TANF Funds to community-based organizations, agencies or individuals doing business on the behalf of youth on probation in the San Francisco Bay Area.	Regular	06/30/00
4104-99/00	Public Utilities Commission (Water)	$1,500,000	To provide construction management and specialized field inspection services for the San Francisco Water Supervisory Control and Data Acquisition (SCADA) project per an Appeals Court decision.	Regular	12/31/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4106-99/00	Public Transportation	$400,000	To provide outreach services to obtain community consensus and support for Muni's construction projects. Including work with Assessor's office, development of flyers/letters, database graphics, and facilitation at meetings.	Regular	12/31/03
339-90/91	Public Transportation	Increase Amount $1,709,174 New Amount $4,608,174	To provide specialized architectural, engineering, and environmental services to complete the design documents for the Islais Creek Bus Maintenance Facility. To also provide field construction support to insure design compliance.	Regular	05/31/02
387-94/95	Public Utilities Commission (Water)	Increase Amount $311,000 New Amount $4,351,058	To continue to provide services for land planning, engineering, environmental and economic consulting services for land use and development entitlements of the Alameda County Bernal Avenue Master Plan.	Regular	03/31/00

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

REQUESTS TO SPEAK (Item No. 14)

None.

ADJOURNMENT (Item No. 15)

3:15 p.m.

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